Philippines

Release 4.6C

SAP
Copyright

© Copyright 2001 SAP AG. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

Microsoft®, WINDOWS®, NT®, EXCEL®, Word®, PowerPoint® and SQL Server® are registered trademarks of Microsoft Corporation.

IBM®, DB2®, OS/2®, DB2/6000®, Parallel Sysplex®, MVS/ESA®, RS/6000®, AIX®, S/390®, AS/400®, OS/390®, and OS/400® are registered trademarks of IBM Corporation.

ORACLE® is a registered trademark of ORACLE Corporation.

INFORMIX®-OnLine for SAP and Informix® Dynamic Server™ are registered trademarks of Informix Software Incorporated.

UNIX®, X/Open®, OSF/1®, and Motif® are registered trademarks of the Open Group.

HTML, DHTML, XML, XHTML are trademarks or registered trademarks of W3C®, World Wide Web Consortium, Massachusetts Institute of Technology.

JAVA® is a registered trademark of Sun Microsystems, Inc.

JAVASCRIPT® is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.

SAP, SAP Logo, R/2, R/3, ABAP, R/3, SAP ArchiveLink, SAP Business Workflow, WebFlow, SAP EarlyWatch, BAPI, SAPPHIRE, Management Cockpit, mySAP.com Logo and mySAP.com are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world. All other products mentioned are trademarks or registered trademarks of their respective companies.
## Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caution</td>
<td></td>
</tr>
<tr>
<td>Example</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td></td>
</tr>
<tr>
<td>Recommendation</td>
<td></td>
</tr>
<tr>
<td>Syntax</td>
<td></td>
</tr>
</tbody>
</table>
Inhalt

Philippines ........................................................................................................18
Financials .............................................................................................................19
General Information ..........................................................................................20
  Currency ............................................................................................................ 21
  Taxes ....................................................................................................................22
  Taxpayer Identification Number ...................................................................... 23
  Tax on Sales/Purchases ......................................................................................24
    Tax Code .........................................................................................................25
  Calculation Procedure ..................................................................................... 26
  Value-Added Tax for Third-Party Vendors ...................................................... 27
  Advance Return for Tax on Sales/Purchases (VAT Reporting) ....................... 29
  Withholding Tax ............................................................................................... 31
  Withholding Tax Type .......................................................................................32
  Withholding Tax Code .......................................................................................33
  Generic Withholding Tax Reporting ................................................................. 38
  Customizing Output Groups .......................................................................... 40
Accounts Payable and Accounts Receivable ..................................................... 41
  Customer Master Records ............................................................................... 42
  Taxpayer Identification Number ......................................................................43
  Vendor Master Records ...................................................................................44
    Taxpayer Identification Number .................................................................. 45
  Payment Transactions .......................................................................................46
    Postdated Check ...........................................................................................47
      Processing Postdated Checks .................................................................. 48
      Realized Gains and Losses on Partial Payments and Down Payments .......... 49
  Correspondence ...............................................................................................50
    Official Receipt ..............................................................................................51
      Official Receipt Numbering ...................................................................... 52
      Printing Official Receipts .......................................................................... 53
      Changing Status of Official Receipts ........................................................... 55
    Customer Account Statement ..................................................................... 56
      Printing Customer Account Statements .................................................... 57
Bank Accounting ............................................................................................... 58
  Postdated Check ...............................................................................................59
    Customizing Postdated Checks .................................................................. 60
    Defining Special G/L Indicators ................................................................ 61
    Defining Payment Method .......................................................................... 62
Human Resources ............................................................................................... 63
Payroll Philippines (PY-PH) ............................................................................. 64
  Payroll in the SAP System ...............................................................................66
  Payroll Basics (PY-XX-BS) .............................................................................. 67
  Payroll Driver ..................................................................................................68
  Payroll Schema ............................................................................................... 69
Advance Payments ........................................................................................................... 133
Qualified Advance Payments ........................................................................................ 134
Making a Qualified Advance Payment ....................................................................... 136
Unqualified Advance Payments ................................................................................... 137
Creating a File for an Unqualified Advance Payment ........................................... 139
Payroll in a Background Operation ........................................................................... 140
Parallel Payroll for Personnel Numbers .................................................................. 141
Parallel Payroll for Personnel Numbers .................................................................. 142
Payroll Calendar ........................................................................................................ 143
Changing and Displaying Payroll Jobs and Tasks .................................................. 144
HR Process Workbench ............................................................................................. 146
  Process Model ........................................................................................................ 147
    Technical Processing of a Process Model .......................................................... 148
    Process Model: Example ...................................................................................... 149
  Process .................................................................................................................... 151
  Breakpoint ............................................................................................................... 153
  Personnel Number Selection .................................................................................. 154
  Mail Connection ....................................................................................................... 156
  Copying or Creating a Process Model .................................................................... 157
  Editing a Process Model ......................................................................................... 159
    Inserting a Process Step ...................................................................................... 160
    Defining the Attributes of a Process Step .......................................................... 161
    Defining the Attributes of a Breakpoint .............................................................. 162
    Changing a Process Step .................................................................................... 163
    Changing the Sequence of Process Steps .......................................................... 164
  Creating a Process ................................................................................................. 165
  Starting or Repeating a Process or Process Step .................................................... 166
  Closing a Process ..................................................................................................... 168
  Deleting a Process .................................................................................................... 169
  Process Control ....................................................................................................... 170
  Status Display ......................................................................................................... 171
    Changing the Status ............................................................................................. 173
Off-Cycle Activities (PY-XX-OC) .............................................................................. 174
  Off-Cycle Workbench ............................................................................................ 176
  Payroll History ........................................................................................................ 177
  Off-Cycle Payroll .................................................................................................... 178
    Bonus Accounting .............................................................................................. 180
    Correction Payroll ............................................................................................. 182
    Regular Payroll On Demand ............................................................................... 183
    Advance Payment .............................................................................................. 184
    Absence Payment ............................................................................................... 185
    Payroll Results Adjustment ............................................................................... 186
    Running Off-Cycle Payroll .................................................................................. 187
    Reasons, Types and Categories for Off-Cycle Payroll ....................................... 188
    The One-Time Payments Off-Cycle Infotype (0267) .......................................... 191
Replacing a Payment ................................................................. 193
Replacing a Payment .............................................................. 195
Assigning Check Numbers ....................................................... 197
Reversing Payroll Results ......................................................... 198
Reversing the Payroll Result ..................................................... 200
Out-of-Sequence Reversal: Changes in the RT and BT Tables ..... 203
Off-Cycle Subsequent Processing ............................................ 205
Gross Part of Payroll .................................................................... 209
Wage Types .................................................................................. 210
Dialog Wage Types ................................................................. 213
Time Wage Type ......................................................................... 214
Secondary Wage Type ............................................................... 215
Processing Class ......................................................................... 216
Evaluation Class ......................................................................... 217
Wage Type Copier ....................................................................... 218
Wage Type Catalog .................................................................... 219
Creating the Customer-Specific Wage Type Catalog ................. 220
Copying Model Wage Types Assigned to a Wage Type Group .... 222
Copying a Model Wage Type as a Prototype ......................... 224
Duplicating a Wage Type .......................................................... 226
List of Copied Wage Types ....................................................... 227
Copying Wage Types Manually ............................................... 229
Time-Based Delimitation of a Wage Type ............................... 230
Deleting Wage Types ................................................................ 232
List of Deleted Wage Types ...................................................... 234
Deleting or Delimiting Wage Types Manually ......................... 235
Assigning Wage Types to Wage Type Groups ......................... 236
Displaying the Assignment of Wage Types to Wage Type Groups 238
Deleting Customer Wage Types from a Wage Type Group ....... 239
Assigning Customer Wage Types to a Wage Type Group ....... 240
Using Wage Types ..................................................................... 241
Creating a Wage Type Utilization List ...................................... 242
Wage Type Split ......................................................................... 243
Wage Type Split: Example 1 ..................................................... 245
Wage Type Split: Example 2 ..................................................... 246
Payments ................................................................................... 248
Basic Pay (Infotype 0008) .......................................................... 249
Editing Basic Pay ................................................................. 250
Pay Scale Reclassification .......................................................... 252
Performing A Pay Scale Reclassification ................................. 253
Standard Pay Increase .............................................................. 254
Effecting a Standard Pay Increase ............................................ 255
Recurring Payments/Deductions (Infotype 0014) ....................... 257
Processing Recurring Payments and Deductions .......... 259
Additional Payments (Infotype 0015) ........................................... 260
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing Additional Payments</td>
<td>261</td>
</tr>
<tr>
<td>Standard Wage Maintenance</td>
<td>262</td>
</tr>
<tr>
<td>Standard Wage Maintenance (Infotype 0052)</td>
<td>264</td>
</tr>
<tr>
<td>Time Quota Compensation Infotype (0416)</td>
<td>265</td>
</tr>
<tr>
<td>Employee Remuneration Info Infotype (2010)</td>
<td>266</td>
</tr>
<tr>
<td>Time Management Aspects in Payroll</td>
<td>268</td>
</tr>
<tr>
<td>Integration with Time Management</td>
<td>269</td>
</tr>
<tr>
<td>Day Processing of Time Data in Payroll</td>
<td>271</td>
</tr>
<tr>
<td>Sequence of Day Processing/Wage Type Selection</td>
<td>273</td>
</tr>
<tr>
<td>Time Wage Type Selection</td>
<td>276</td>
</tr>
<tr>
<td>Integration Between Time Evaluation and Payroll</td>
<td>279</td>
</tr>
<tr>
<td>Shift Change Compensation</td>
<td>280</td>
</tr>
<tr>
<td>Activity with a Higher Rate of Pay</td>
<td>281</td>
</tr>
<tr>
<td>Entering a Different Payment for Time Infotype Records</td>
<td>282</td>
</tr>
<tr>
<td>Employee Remuneration Information</td>
<td>285</td>
</tr>
<tr>
<td>Employee Remuneration Info Infotype (2010)</td>
<td>286</td>
</tr>
<tr>
<td>Maintain Employee Remuneration Information</td>
<td>288</td>
</tr>
<tr>
<td>Absences</td>
<td>289</td>
</tr>
<tr>
<td>Absence Valuation</td>
<td>290</td>
</tr>
<tr>
<td>Absence Valuation in Schema xT00: Technical Process</td>
<td>292</td>
</tr>
<tr>
<td>Wage Type Valuation</td>
<td>296</td>
</tr>
<tr>
<td>Dialog Wage Types Valuation</td>
<td>297</td>
</tr>
<tr>
<td>Time Wage Types Valuation</td>
<td>298</td>
</tr>
<tr>
<td>Valuating Wage Types Using Valuation Bases</td>
<td>299</td>
</tr>
<tr>
<td>Technical Procedure for Wage Type Valuation using Valuation Bases</td>
<td>300</td>
</tr>
<tr>
<td>Wage Type-Dependent Constant Valuation Bases</td>
<td>304</td>
</tr>
<tr>
<td>Wage Type- Dependent Constant Valuation Bases Example</td>
<td>306</td>
</tr>
<tr>
<td>Personnel Calculation Rule XMOD</td>
<td>307</td>
</tr>
<tr>
<td>Constant Valuation Bases that Depend on the Collective Agreement</td>
<td>308</td>
</tr>
<tr>
<td>Constant Valuation Bases that Depend on the Collective Agreement Example</td>
<td>309</td>
</tr>
<tr>
<td>Employee-Related Valuation Basis</td>
<td>311</td>
</tr>
<tr>
<td>Person-Related Valuation Bases: Example</td>
<td>313</td>
</tr>
<tr>
<td>Percentage Advance Pay for Individual Valuation Bases</td>
<td>314</td>
</tr>
<tr>
<td>Valuating using the Principle of Averages</td>
<td>315</td>
</tr>
<tr>
<td>Frozen Averages</td>
<td>317</td>
</tr>
<tr>
<td>Determining the Average Value without a Basis</td>
<td>318</td>
</tr>
<tr>
<td>Old and New Processing of Averages</td>
<td>319</td>
</tr>
<tr>
<td>Technical Process of Average Processing (New)</td>
<td>322</td>
</tr>
<tr>
<td>Relevancy Test for Valuation According To the New Principle of Averages</td>
<td>326</td>
</tr>
<tr>
<td>Technical Process of Average Processing (Old)</td>
<td>328</td>
</tr>
<tr>
<td>Valuation of Primary Wage Types</td>
<td>332</td>
</tr>
<tr>
<td>Relevancy Test for Valuation Using the Principle of Averages (old)</td>
<td>333</td>
</tr>
<tr>
<td>Cumulating Average Bases</td>
<td>334</td>
</tr>
<tr>
<td>Determining Relevant Previous Periods</td>
<td>335</td>
</tr>
</tbody>
</table>
Changing or Creating a Text for a Posting Run ..................................................... 512
Displaying the Attributes of a Posting Run............................................................. 513
Deleting a Posting Run........................................................................................... 514
Displaying the Document Overview ....................................................................... 516
Displaying Posting Documents ............................................................................. 518
Reversing Posting Documents.......................................................................... 521
Displaying the Status History.................................................................................. 523
Displaying Detailed Information.............................................................................. 524
Posting in Previous Releases................................................................................. 525
Posting from HR Systems < 4.0 ........................................................................ 526
Using Revision Information ................................................................................. 529
Posting to AC Systems < 4.0 ............................................................................. 530
Special Business Requirements for Posting.......................................................... 533
Posting with Personnel Numbers ........................................................................... 534
Example: Posting Using Personnel Numbers...................................................... 535
Posting to Customer and Vendor Accounts........................................................... 536
Example: Posting to Customer Accounts for Employees.................................. 537
Summarization in the Accounting Components ..................................................... 538
Posting to Fixed Cost Centers.............................................................................. 539
Example: Posting With or Without a Fixed Cost Center................................ 540
Posting to Special Periods...................................................................................... 541
Example: Posting to Special Periods ................................................................ 542
Cross-Company Code Transactions........................................................................ 543
Summary Clearing............................................................................................. 544
  Proportional Assignment to Several Company Codes within a Payroll Period with Summary Clearing ................................................................. 545
  Retroactive Accounting for Summary Clearing................................................. 547
  Retroactive Accounting in Several Company Codes with Summary Clearing ......................................................... 549
Clearing Using Company Code Clearing Accounts .............................................. 551
  Proportional Assignment to Several Company Codes within a Payroll Period when using Company Code Clearing Accounts ........................................... 552
  Retroactive Accounting in Several Company Codes - Clearing Using Company Code Clearing Accounts ................................................................. 554
  Retroactive Accounting after a Retrospective Change of Company Code when Clearing Using Company Code Clearing Accounts ........................... 557
Postings Relevant to Value-Added Tax.................................................................. 559
  Travel Expenses ............................................................................................... 561
  Invoices to Employees ...................................................................................... 562
  Amounts Paid by the Employees ................................................................. 563
Germany: Account Determination for Specific Service Types in Accordance with the KHBV/PBV ................................................................. 564
EMU: Special Features of Posting to Accounting .................................................. 565
Integration with Other Components........................................................................ 566
Posting to Funds Management .............................................................................. 567
Posting to Funds Management without Entering FM Account Assignments .... 568
Integration of Funds Management without using Position Management ........... 569
Integration of Funds Management without using Position Management ........... 571
Process Flow for Integrated Position Management ............................................. 573
Payroll with Position Management ................................................................... 577
Posting with Position Management ................................................................... 579
Special Cases of Integration between Funds Management and Position
Management ........................................................................................................ 581
Providing Data for Personnel Cost Planning .......................................................... 583
Troubleshooting ........................................................................................................... 584
Posting Run Cancelled with Status ...................................................................... 585
Personnel Numbers not Selected or Rejected ....................................................... 586
Accounting Documents Were not Created ............................................................. 587
Posting Run is Missing in the Posting Run Overview ............................................ 588
Resetting the Reversal after Termination ............................................................... 589
Reporting Philippines ............................................................................................................. 591
Tax Reporting.................................................................................................................... 592
Executing Tax Monthly Remittance Reports ........................................................... 593
End-of-Year Statement Reports ............................................................................. 594
Executing End-of-Year Statement Reports ............................................................ 596
Alpha List Reports ........................................................................................................ 598
Executing Alpha List Reports ................................................................................. 600
SSS Reporting ............................................................................................................... 601
Executing Monthly/Quarterly SSS Reports ............................................................ 602
SSS EDINet Reports ................................................................................................... 603
Executing SSS EDINet Reports ............................................................................. 605
HDMF/Pag-IBIG Monthly Remittance Reporting ................................................... 607
Executing HDMF/Pag-IBIG Reports ...................................................................... 608
PhilHealth (NHIP) Reporting ...................................................................................... 609
Executing PhilHealth Remittance RF-1 Reports ...................................................... 611
13th Month Payment Reporting ............................................................................. 612
Executing 13th Month Payment Reports ............................................................... 614
Advance Payments Reporting .................................................................................. 617
Executing the Advance Payment Program .............................................................. 618
Printing Reports .......................................................................................................... 620
Evaluating the Payroll Results Using Infotypes or the Logical Database ................. 621
Infotypes for Evaluating Payroll Results ................................................................. 625
Payroll Results Infotypes: Period Values (0402 and 0403) .................................... 627
Monthly Cumulations (Infotype 0458) ................................................................... 628
Quarterly Cumulations (Infotype 0459) ................................................................. 629
Annual Cumulations (Infotype 0460) ................................................................... 630
Using the Logical Database for Payroll ................................................................. 631
Structure of Logical Database for Payroll .............................................................. 636
Conversion of Evaluation Reports .......................................................................... 637
ABAP Coding: Read International Payroll Results ................................................. 639
ABAP Coding: Read National Payroll Results ....................................................... 640
ABAP Coding: Report EXAMPLE_PNP_GET_PAYROLL for Evaluation of Payroll Results .......................................................... 641
Utility Macros for Report Conversion .................................................................. 642
Example – Old Coding ......................................................................................... 643
Example: Variant A: New Coding ....................................................................... 644
Example: Variant B: New Coding ......................................................................... 645
Report Category ..................................................................................................... 646
Creating a Report and Report Category ................................................................ 647
Interface Toolbox for Human Resources (PX-XX-TL) ............................................. 648
Technology for Interface Scenarios ...................................................................... 650
Example 1: Export Master Data to a Third-Party System ....................................... 652
Example 2: Export Master Data and Payroll Results to Third-Party System ............ 654
Example 3: Gross Payroll in SAP System, Net Payroll in Third-Party System ......... 656
Setting Up the Interface for Export with the Toolbox ........................................... 658
Data Export with the Toolbox ............................................................................. 660
Interface Format .................................................................................................... 661
Create Objects ....................................................................................................... 663
  Database Object .................................................................................................. 665
  Cluster Object .................................................................................................... 666
  Table Object ...................................................................................................... 667
  Field Object ....................................................................................................... 669
  Creating an Interface Format ............................................................................ 670
  Inserting a Field Object ..................................................................................... 672
Delete Objects ........................................................................................................ 673
Deleting Objects ..................................................................................................... 674
Data Definition for Cluster Objects ........................................................................ 675
  Changing or Displaying the Data Definition for a Cluster Object ....................... 676
Table Entries ........................................................................................................... 677
  Selecting Table Entries .................................................................................... 678
Conversion for Field Objects ............................................................................... 679
  Constant Conversion Type .............................................................................. 680
    Example: Replacing a Constant Generically ................................................... 682
  Table Value Conversion Type .......................................................................... 683
    Database Table .............................................................................................. 684
    Example: Replacing a Table Value ............................................................... 685
  User Exit Conversion Type ............................................................................... 686
    Example: User Exit with Form Routine ......................................................... 687
  Selecting the Conversion for A Field Object .................................................... 688
Restrictions for Field Objects .............................................................................. 690
Creating Restrictions for a Field Object ............................................................... 691
Attributes in the Interface Format ....................................................................... 692
Data Definition Include ....................................................................................... 693
Creating an Include Automatically or Using an Existing Include ......................... 694
Change Validation............................................................................................................. 696
Comparison Period for Change Validation ........................................................................ 698
Setting the Comparison Period for Multiple Export ..................................................... 699
Setting the Comparison Period for Retroactive Accounting ........................................... 700
  Determination of Comparison Period Using First Method if New change validation
  Attribute Is Flagged ................................................................................................ 701
  Determination of Comparison Period Using First Method if New change validation
  Attribute Is Not Flagged......................................................................................... 703
Second Method for Setting the Comparison Period ..................................................... 705
Create Objects............................................................................................................. 707
Creating Objects......................................................................................................... 708
Delimit Objects............................................................................................................. 709
  Example: Delimiting an Infotype............................................................................. 710
Delimiting Objects....................................................................................................... 711
Single Field Validation ................................................................................................ 712
  Example: Single Field Validation............................................................................ 713
Validating Single Fields............................................................................................... 714
Key Fields.................................................................................................................... 715
  Example: Key Fields............................................................................................... 716
Defining Key Fields..................................................................................................... 717
Relations...................................................................................................................... 718
  Example: Relations Between Field Objects........................................................... 719
Creating Relations.................................................................................................... 720
Wage types.................................................................................................................. 721
User-Defined Change Validation.................................................................................. 722
  Naming Conventions for Export Data..................................................................... 723
  Example: Customer Program for Change Validation ............................................. 724
  Activating User-Defined Change Validation........................................................... 725
Wage Type Processing with the Toolbox ....................................................................... 726
Wage Type Tables in the Interface Format .................................................................... 727
  Wage Type Selection in the Interface Format .......................................................... 728
  Structure of a Wage Type......................................................................................... 729
Wage Type Options for Retroactive Accounting ......................................................... 730
Comparison Period for Wage Type Options in Retroactive Accounting .................... 732
  In-Period Information / For-Period Information ..................................................... 733
  Example: Comparison Period for Wage Type Differences for Several Retroactive
  Runs......................................................................................................................... 734
  Activating Wage Type Options for Retroactive Accounting..................................... 735
Wage Types in Change Validation ................................................................................. 736
  Change Validation and Wage Type Tables............................................................. 737
  Change Validation and Wage Type Comparison..................................................... 738
  Wage Types and Split Indicators............................................................................. 739
  Activating Wage Types for Change Validation........................................................ 740
  Activating Wage Types for Change Validation....................................................... 741
  Wage Type Delimitation for Change Validation....................................................... 742
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generating the File Layout</td>
<td>796</td>
</tr>
<tr>
<td>Generating the File Layout</td>
<td>797</td>
</tr>
<tr>
<td>Conversion with the File Layout</td>
<td>798</td>
</tr>
<tr>
<td>Converting a File Layout</td>
<td>800</td>
</tr>
<tr>
<td>File Format of Export File (SAP Standard)</td>
<td>801</td>
</tr>
<tr>
<td>Structure of an Export File</td>
<td>802</td>
</tr>
<tr>
<td>Display Export Files Using Operator Blocks</td>
<td>804</td>
</tr>
<tr>
<td>Operators for the Export File</td>
<td>805</td>
</tr>
<tr>
<td>Begin Preamble BPR (01) / End Preamble (02)</td>
<td>807</td>
</tr>
<tr>
<td>Begin of Secondary Information BSC (17)/End of Secondary Information ESC (18)</td>
<td>808</td>
</tr>
<tr>
<td>Begin Personnel Number BOP (05) / End Personnel Number EOP (06)</td>
<td>809</td>
</tr>
<tr>
<td>Begin Payroll Period BPE (07) / End Payroll Period EPE (08)</td>
<td>810</td>
</tr>
<tr>
<td>Begin Table BOT (09) / End Table EOT (0A)</td>
<td>811</td>
</tr>
<tr>
<td>Begin of Table Entry BOE (0B) / End of Table Entry EOE (0C)</td>
<td>812</td>
</tr>
<tr>
<td>Begin of Field String BOF (0D) / End of Field String EOF (0E)</td>
<td>813</td>
</tr>
<tr>
<td>Begin of Infotype BOI (0F) / End of Infotype EOI (10)</td>
<td>814</td>
</tr>
<tr>
<td>Begin Wage Type BOW (11) / End Wage Type EOW (12)</td>
<td>815</td>
</tr>
<tr>
<td>Begin Postamble BPO (03) / End Postamble EPO (04)</td>
<td>816</td>
</tr>
<tr>
<td>Display of Export File - Formatted</td>
<td>817</td>
</tr>
<tr>
<td>Secondary Files</td>
<td>818</td>
</tr>
<tr>
<td>Structure of the Secondary File (Formatted)</td>
<td>820</td>
</tr>
<tr>
<td>Generation of Secondary File</td>
<td>821</td>
</tr>
<tr>
<td>Generating the Secondary File</td>
<td>822</td>
</tr>
<tr>
<td>Import Wage Types</td>
<td>823</td>
</tr>
<tr>
<td>Starting the Import</td>
<td>824</td>
</tr>
</tbody>
</table>
Philippines

Functions
The R/3 System offers a number of features that are specifically designed to cover Philippine legal requirements and business practices, mainly relating to financial accounting and human resources. The main areas are as follows:

- Official receipt printing and management
- Withholding tax reporting
- Value-added tax reporting
- Customer account statements
- Functions for processing postdated checks
- Realized gains or losses from foreign currency translation for partial payments
- Localized version of the Payroll (PY) component, Payroll Philippines (PY-PH)

Customizing
To allow you to customize your Philippine company codes more quickly, you can use the Philippine template in the Country Installation Program (RSCICO02).
Financials
General Information
Currency

Definition
See Currencies [Extern].

Use
When you create a company code using the template for the Philippines, the system sets the Philippine peso as the local currency. The currency's ISO code is PHP.
Taxes
Taxpayer Identification Number

Definition

A number assigned to companies operating in the Philippines after they have registered with the Bureau of Internal Revenue (BIR).

Use

Your own taxpayer identification number (TIN) has to be printed on most business documents issued by your company, such as official receipts or the value-added tax (VAT) reports.

You maintain your customers' and vendors' TINs – required on official receipts, VAT reports, and withholding tax reports – in their master records. In the Tax Code field, enter the TIN in the format 999-999-999-999V for customers and vendors subject to VAT, or 999-999-999-999N for customers and vendors not subject to VAT.

💡 The last character in the TIN, V or N, determines whether the transaction is subject to VAT, and it is printed accordingly on the official receipt. However, in the transaction, you can overwrite this by specifying a VAT or non-VAT tax code.

You maintain your own company’s TIN in Customizing for Financial Accounting, under Financial Accounting Global Settings → Company Code → Enter Global Parameters. Enter the TIN in the ID number EXTRASTAT field under Additional details.
Tax on Sales/Purchases

Definition

See Taxes on Sales/Purchases, Sales Taxes, and Additional Taxes [Extern].

Use

In the Philippines, the main tax on sales and purchases is value-added tax (VAT). The standard rate of VAT is 10%.

When you create a company code using the template for the Philippines, the system automatically makes sample settings for VAT.
Tax Code

Definition

See Tax Codes [Extern].

Use

For the Philippines, tax codes are not only important for calculating the correct tax amount, but they are also used for selecting the correct transactions when you create value-added tax (VAT) reports [Seite 29].

When you create a company code using the template for the Philippines, the system sets up all tax codes required as follows:

**Input VAT**

<table>
<thead>
<tr>
<th>Tax code</th>
<th>Tax rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I0</td>
<td>0</td>
</tr>
<tr>
<td>I1</td>
<td>10</td>
</tr>
</tbody>
</table>

**Output VAT**

<table>
<thead>
<tr>
<th>Tax code</th>
<th>Tax rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E0</td>
<td>0 (VAT-exempt)</td>
</tr>
<tr>
<td>O0</td>
<td>0 (zero-rated sale)</td>
</tr>
<tr>
<td>O1</td>
<td>10</td>
</tr>
</tbody>
</table>

In Customizing for Financial Accounting, you can define additional tax codes with additional tax details for each tax procedure. To do so, choose Financial Accounting Global Settings → Tax on Sales/Purchases → Calculation → Define Tax Codes for Sales and Purchases.
Calculation Procedure

Definition
See The Calculation Procedure [Extern].

Use
In the Philippines, you use calculation procedure TAXPH. It allows for all the Philippine tax codes supplied with the system (see Tax Code [Seite 25]).
Value-Added Tax for Third-Party Vendors

Use

Some transactions related to indirect billing transactions require third-party vendor information to be displayed on the value-added tax (VAT) report instead of the vendor master information that would normally be contained on the invoice.

A company employee takes a prospective customer to dinner. In this case, the employee pays the bill, including VAT. The restaurant issues the official receipt to the employee. Now the employee wants to claim this expense from the company.

The company posts an invoice with the employee as the vendor. But because the employee did not issue the official receipt – the restaurant did – when the company submits its VAT report to the tax authority, it should list the restaurant as the vendor, not the employee. In this case, the restaurant is considered the third-party vendor.

Activities

There are two methods for posting a vendor invoice involving a third-party vendor, depending on whether the third-party vendor already exists in your vendor master record. When you enter the invoice, you enter the third-party vendor information on the Notes tab (which later appears as the long text to the Text field of the line item) as follows:

- For third-party vendors with master records
  
Enter the vendor number with a colon as a prefix, for example, :v-001.

  The system then automatically retrieves the vendor information from the vendor master record and places it into the following user fields:
  
  1. Vendor name into User field 1
  2. Taxpayer identification number (TIN) of vendor [Seite 45] into User field 2
  3. Vendor address line 1 into User field 3
  4. Postal code and city into User field 4

- For third-party vendors without master records
  
  If the third-party vendor does not exist in your vendor master, then you must manually enter the required vendor information. Enter the following data in the order specified below, with a semicolon at the end of each line. Each line is limited to 50 characters.
  
  1. Vendor name
  2. TIN of vendor
  3. Vendor address line 1
  4. Postal code and city (separate postal code and city with one space – no comma)
Value-Added Tax for Third-Party Vendors

Antonio's Bistro;
123-456-123-456V;
1000 Main Street;
2211 Manila;

You must enter the vendor data in the above order only – so that it is stored and transferred to the VAT report in the same format as the data for third-party vendors with master records.

When you generate a VAT report that contains third-party vendors, note that you must modify your display variant to include user fields. For more information, see Value-added tax (VAT) Reporting [Seite 29].
Advance Return for Tax on Sales/Purchases (VAT Reporting)

Use
In the Philippines, companies are required to submit Bureau of Internal Revenue (BIR) forms 2550M for the monthly (value-added tax) report and 2550Q for the quarterly VAT report. However, these forms also include information not provided by the SAP System, such as advance payments. Using the Advance Return for Tax on Sales and Purchases report, you can print the relevant VAT data and enter it in forms 2550M and 2550Q.

Integration
The report is based on the SAP List Viewer (ALV), which enables you to define your own display variants, according to the BIR requirements listed below. For more information on display variants, see Layouts [Extern].

Activities
To access the report, from the SAP Easy Access screen, choose Accounting → Financial Accounting → General Ledger → Reporting → Tax Reports → General → Advance Return for Tax on Sales/Purchases → Advance Return for Tax on Sales/Purchases. You need to make the following settings, in addition to your specific selection criteria:

<table>
<thead>
<tr>
<th>Under</th>
<th>Set the following indicator(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output control</td>
<td>Read address data</td>
</tr>
<tr>
<td>Output lists</td>
<td>Output tax: Line items</td>
</tr>
<tr>
<td></td>
<td>Input tax: Line items</td>
</tr>
</tbody>
</table>

You need to define your SAP List Viewer display variant to include the following data on the VAT report, as required by the BIR:

- Reporting company's name and TIN
- Vendor or customer name
- Vendor or customer TIN
- Vendor or customer address
- Document date
- Document number
- Reference number
- Invoice amount
- VAT amount

When you generate a VAT report that contains third-party vendors, you must enhance your display variant so that it contains User field 1, User field 2, User field 3, and User field 4.
Advance Return for Tax on Sales/Purchases (VAT Reporting)

See also:
Advance Return for Tax on Sales and Purchases [Exern]
Withholding Tax

Use
In the Philippines, you use the extended withholding tax functions. This allows you to post a withholding tax amount for a vendor or customer either when you enter an invoice (accrual basis accounting) or when the invoice is paid (cash basis accounting). You must choose one of these methods for posting withholding tax – according to your company's accounting policy – and then adhere to that method of accounting.

Prerequisites
To be able to use extended withholding tax, you must define a number of Customizing settings for Financial Accounting:

- Maintain withholding tax types [Seite 32]
- Maintain withholding tax codes [Seite 33]
- Assign withholding tax types to company code
- Define G/L account codes for each withholding tax type and code combination

See also:
Extended Withholding Tax: Customizing [Extern]
Withholding Tax Type

Definition
A category of withholding tax. SAP delivers withholding tax types for expanded withholding tax [Extern] and final tax [Extern], according to Philippine requirements.

Use
When you create a company code using the template for the Philippines, the system sets up sample withholding tax types as follows:

Withholding Tax Types for Invoice Posting

<table>
<thead>
<tr>
<th>Tax type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI</td>
<td>Expanded withholding tax (customer invoice)</td>
</tr>
<tr>
<td>EI</td>
<td>Expanded withholding tax (vendor invoice)</td>
</tr>
<tr>
<td>FI</td>
<td>Final tax (invoice)</td>
</tr>
</tbody>
</table>

Withholding Tax Types for Payment Posting

<table>
<thead>
<tr>
<th>Tax type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP</td>
<td>Expanded withholding tax (customer payment)</td>
</tr>
<tr>
<td>EP</td>
<td>Expanded withholding tax (vendor payment)</td>
</tr>
<tr>
<td>EV</td>
<td>Expanded VAT on sale to government entity</td>
</tr>
<tr>
<td>EX</td>
<td>Payees exempt from withholding tax</td>
</tr>
<tr>
<td>FP</td>
<td>Final tax (payment)</td>
</tr>
</tbody>
</table>

Depending on your company's method for posting withholding tax – either on an accrual basis (at invoice posting) or on a cash basis (at payment posting) – you can maintain withholding tax types in Customizing for Financial Accounting, under Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Calculation → Withholding Tax Type →

- Define Withholding Tax Type for Invoice Posting
- Define Withholding Tax Type for Payment Posting
Withholding Tax Code

Definition
See [Withholding Tax Codes](Extern).

Use
When you create a company code using the template for the Philippines, the system sets up sample withholding tax codes – for different income payments subject to creditable tax (expanded withholding tax [Extern]), final tax [Extern], expanded VAT on sale to government entity, and payees exempt from withholding tax – as listed in the tables below.

Each withholding tax code corresponds to an official withholding tax key. These keys are used to categorize withholding tax transactions into different natures of income payment (ATC code), as required by Philippine [BIR form 1601](Seite 38).

Expanded Withholding Tax

<table>
<thead>
<tr>
<th>Withholding tax code</th>
<th>Description</th>
<th>Tax rate (%)</th>
<th>Official withholding tax key</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professional/talent fees paid to juridical persons</td>
<td>5</td>
<td>C010</td>
</tr>
<tr>
<td>2</td>
<td>Rentals (corporations)</td>
<td>5</td>
<td>C100</td>
</tr>
<tr>
<td>3</td>
<td>Cinematographic film rentals (corporations)</td>
<td>5</td>
<td>C110</td>
</tr>
<tr>
<td>4</td>
<td>Prime contractors/subcontractors (corporations)</td>
<td>1</td>
<td>C120</td>
</tr>
<tr>
<td>5</td>
<td>Amounts paid to certain brokers and agents (corporations)</td>
<td>5</td>
<td>C140</td>
</tr>
<tr>
<td>6</td>
<td>Payments to medical practitioners through a duly registered professional partnership</td>
<td>5</td>
<td>C141</td>
</tr>
<tr>
<td>7</td>
<td>Payments made by credit card companies to juridical persons</td>
<td>0.5</td>
<td>C156</td>
</tr>
<tr>
<td>8</td>
<td>Payments made by government offices on their local purchase of goods from juridical persons (corporations)</td>
<td>1</td>
<td>C157</td>
</tr>
<tr>
<td>9</td>
<td>Income payments made by top 5000 corporations to their local suppliers of goods (corporations)</td>
<td>1</td>
<td>C158</td>
</tr>
<tr>
<td>10</td>
<td>Professionals (lawyers, CPAs, engineers, etc.)</td>
<td>10</td>
<td>I010</td>
</tr>
<tr>
<td>11</td>
<td>Professional entertainers</td>
<td>10</td>
<td>I020</td>
</tr>
</tbody>
</table>
### Withholding Tax Code

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Rate</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Professional athletes</td>
<td>10</td>
<td>I030</td>
</tr>
<tr>
<td>13</td>
<td>Movie, stage, radio, TV, and musical directors</td>
<td>10</td>
<td>I040</td>
</tr>
<tr>
<td>14</td>
<td>Management and technical consultants</td>
<td>10</td>
<td>I050</td>
</tr>
<tr>
<td>15</td>
<td>Business and bookkeeping agents and agencies</td>
<td>10</td>
<td>I060</td>
</tr>
<tr>
<td>16</td>
<td>Insurance agents and adjusters</td>
<td>10</td>
<td>I070</td>
</tr>
<tr>
<td>17</td>
<td>Other recipients of talent fees</td>
<td>10</td>
<td>I080</td>
</tr>
<tr>
<td>18</td>
<td>Fees of directors who are not employee of the company</td>
<td>10</td>
<td>I090</td>
</tr>
<tr>
<td>19</td>
<td>Rentals (individuals)</td>
<td>5</td>
<td>I100</td>
</tr>
<tr>
<td>20</td>
<td>Cinematographic film rentals (individuals)</td>
<td>5</td>
<td>I110</td>
</tr>
<tr>
<td>21</td>
<td>Prime contractors/subcontractors (individuals)</td>
<td>1</td>
<td>I120</td>
</tr>
<tr>
<td>22</td>
<td>Income distribution to beneficiaries of estates and trusts</td>
<td>15</td>
<td>I130</td>
</tr>
<tr>
<td>23</td>
<td>Amounts paid to customs, real estates, insurance and commercial brokers and agents of professional entertainers (individuals)</td>
<td>5</td>
<td>I140</td>
</tr>
<tr>
<td>24</td>
<td>Payments to medical practitioners through hospitals/clinics</td>
<td>10</td>
<td>I151</td>
</tr>
<tr>
<td>25</td>
<td>Payments to partners in general professional partnership</td>
<td>10</td>
<td>I152</td>
</tr>
<tr>
<td>26</td>
<td>Payments made by credit card companies to individuals</td>
<td>0.5</td>
<td>I156</td>
</tr>
<tr>
<td>27</td>
<td>Payments made by government offices on their local purchase of goods from juridical persons (individuals)</td>
<td>1</td>
<td>I157</td>
</tr>
<tr>
<td>28</td>
<td>Payments made by top 5000 corporations to their local suppliers of goods (individuals)</td>
<td>1</td>
<td>I158</td>
</tr>
<tr>
<td>29</td>
<td>Additional payments to government personnel from importers, shipping and airline companies or their agents (for overtime services)</td>
<td>15</td>
<td>I159</td>
</tr>
</tbody>
</table>

**Final Tax**
<table>
<thead>
<tr>
<th>Withholding tax code</th>
<th>Description</th>
<th>Tax rate (%)</th>
<th>Official withholding tax key</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Interest on foreign loans payable to non-resident foreign corporations (NRFCs)</td>
<td>20</td>
<td>C180</td>
</tr>
<tr>
<td>2</td>
<td>Interest and other income payments on foreign currency transactions/loans payable to offshore banking units (OBUs)/foreign currency deposit units (FCDUs)</td>
<td>10</td>
<td>C190</td>
</tr>
<tr>
<td>3</td>
<td>Cash dividend payments by domestic corporations to citizens and resident aliens</td>
<td>10</td>
<td>I202</td>
</tr>
<tr>
<td>4</td>
<td>Property dividend payments by domestic corporations to citizens and resident aliens</td>
<td>10</td>
<td>I203</td>
</tr>
<tr>
<td>5</td>
<td>Cash dividend payments by domestic corporations to NRFCs</td>
<td>32</td>
<td>C212</td>
</tr>
<tr>
<td>6</td>
<td>Property dividend payments by domestic corporations to NRFCs</td>
<td>32</td>
<td>C213</td>
</tr>
<tr>
<td>7</td>
<td>Cash dividend payments by domestic corporations to NRFCs whose countries allowed tax deemed paid credit (subject to tax sparing rule)</td>
<td>15</td>
<td>C222</td>
</tr>
<tr>
<td>8</td>
<td>Property dividend payments by domestic corporations to NRFCs whose countries allowed tax deemed paid credit (subject to tax sparing rule)</td>
<td>15</td>
<td>C223</td>
</tr>
<tr>
<td>9</td>
<td>Cash dividend payments by domestic corporations to non-resident aliens engaged in trade or business within the Philippines (NRAETBs)</td>
<td>20</td>
<td>I224</td>
</tr>
<tr>
<td>10</td>
<td>Property dividend payments by domestic corporations to NRAETBs</td>
<td>20</td>
<td>I225</td>
</tr>
<tr>
<td>11</td>
<td>Share to NRAETB in the distributable net income after tax of a partnership (except GPP), an association, a joint account/venture taxable as a corporation of which he is a partner/member/co-venturer</td>
<td>20</td>
<td>I226</td>
</tr>
<tr>
<td>12</td>
<td>On other payments to NRFCs</td>
<td>32</td>
<td>C230</td>
</tr>
<tr>
<td>13</td>
<td>Distributive share of individual partners in a taxable partnership, etc.</td>
<td>10</td>
<td>I240</td>
</tr>
</tbody>
</table>
### Withholding Tax Code

<table>
<thead>
<tr>
<th>Description</th>
<th>Tax rate (%)</th>
<th>Official withholding tax key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other royalty payments to citizens, resident aliens and NRAETBs (other than I380 and I341)</td>
<td>20</td>
<td>I250</td>
</tr>
<tr>
<td>All kinds of royalty payments to domestic and resident foreign corporations</td>
<td>20</td>
<td>C250</td>
</tr>
<tr>
<td>On prizes exceeding P10,000 and other winnings paid to individuals</td>
<td>20</td>
<td>I260</td>
</tr>
<tr>
<td>Branch profit remittances by all corporations except PEZA/SBMA/CDA registered</td>
<td>15</td>
<td>C280</td>
</tr>
<tr>
<td>On gross rentals/lease/charter fees payable to non-resident lessors of foreign vessels</td>
<td>4.5</td>
<td>C290</td>
</tr>
<tr>
<td>On gross rentals/charter and other fees payable to non-resident lessors of aircraft, machinery and other equipment</td>
<td>7.5</td>
<td>C300</td>
</tr>
<tr>
<td>On payments to individuals engaged by OBUs, foreign petroleum service contractors &amp; subcontractors, and by regional or area headquarters and regional operating headquarters of multinational companies, including any of its Filipino employees occupying the same position</td>
<td>15</td>
<td>I320</td>
</tr>
<tr>
<td>On payments to non-resident aliens not engaged in trade or business (NRANETBs)</td>
<td>25</td>
<td>I330</td>
</tr>
<tr>
<td>On payments to non-resident foreign corporate cinematographic film owners, lessors or distributors</td>
<td>25</td>
<td>C340</td>
</tr>
<tr>
<td>On payments to NRAETBs for cinematographic films and similar works</td>
<td>25</td>
<td>I341</td>
</tr>
<tr>
<td>On royalties paid to citizens, resident aliens and NRAETBs on books, other literary works and musical composition</td>
<td>10</td>
<td>I380</td>
</tr>
</tbody>
</table>

### Expanded VAT on Sale to Government Entity

<table>
<thead>
<tr>
<th>Withholding tax code</th>
<th>Description</th>
<th>Tax rate (%)</th>
<th>Official withholding tax key</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Expanded VAT withheld by government entity</td>
<td>3</td>
<td>EVAT</td>
</tr>
</tbody>
</table>

### Exempt from Withholding Tax

...
Withholding tax code

<table>
<thead>
<tr>
<th>Withholding tax code</th>
<th>Description</th>
<th>Tax rate (%)</th>
<th>Official withholding tax key</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Payees exempt from withholding tax</td>
<td>0</td>
<td>EX01</td>
</tr>
</tbody>
</table>

If you create your own withholding tax type and code for payees exempt from withholding tax, make sure you assign it the official withholding tax key EX01.

Treaty rates

If a treaty agreement exists between the Philippines and another country regarding a different rate of withholding tax, you can maintain these rates directly in Customizing for Financial Accounting. First, for these formulas to be used in the withholding tax calculation, you must set the W.tax form. (Calculate withholding tax according to formula) indicator when you define the withholding tax codes (menu path listed above). Then, you can maintain the rates under Financial Accounting Global Settings → Withholding Tax → Extended Withholding Tax → Calculation → Withholding Tax Codes → Define Formulas for Calculating Withholding Tax.

In the case of scaled tax rates for treaty withholding tax rates, note that the withholding tax reporting tool can only display the first bracket of the rate table.
Generic Withholding Tax Reporting

Use
You use the Generic Withholding Tax Reporting [Extern] tool to generate withholding tax data for withholding tax reports submitted to the Philippine Bureau of Internal Revenue (BIR) and vendor certificates, as follows:

- BIR form 1601 – Monthly Remittance Return of Income Taxes Withheld
- BIR form 2307 – Certificate of Creditable Tax Withheld at Source
- BIR form 1604 – Annual Information Return of Income Tax Withheld on Compensation, Expanded and Final Withholding Taxes

Features
SAP delivers standard report variants and Smart Forms for each of the reports and the certificate, which are listed below.

SAP also provides a display variant for the output lists, †SAP, which you can specify under Output control and lists in the Display variant column.

**BIR 1601**
SAP provides withholding tax data for page 3 of the form. The form comprises three sections – expanded withholding tax, final tax based on the regular rate, and final tax based on treaty rates. Within each of these sections, the data is summarized according to the nature of the income payment (ATC code). For more information, see Withholding Tax Code [Seite 33].

The predefined report variant for BIR 1601 is SAP&PH_1601, and the Smart Form is IDWTCERT_PH_1601.

**BIR 2307**
The predefined report variant for BIR 2307 is SAP&PH_2307, and the Smart Form is IDWTCERT_PH_2307.

**BIR 1604**
You use BIR form 1604 to report expanded and final withholding tax for all nonemployee transactions.

SAP provides the three required sections of form 1604: alphalists 3, 4 and 5 (schedules):

<table>
<thead>
<tr>
<th>Section of BIR 1604</th>
<th>Description</th>
<th>Predefined report variant</th>
<th>Smart Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alphalist 3</td>
<td>Payees subject to expanded withholding tax</td>
<td>SAP&amp;PH_1604-3</td>
<td>IDWTCERT_PH_1604_SCHEDULE3</td>
</tr>
<tr>
<td>Alphalist 4</td>
<td>Payees subject to final withholding tax</td>
<td>SAP&amp;PH_1604-4</td>
<td>IDWTCERT_PH_1604_SCHEDULE4</td>
</tr>
</tbody>
</table>
Prerequisites

For each withholding tax report, note the required Customizing settings [Seite 40] for the corresponding output group.

Activities

To access the report, from the SAP Easy Access screen, choose Accounting → Financial Accounting → Accounts Receivable → Withholding Tax → Generic Withholding Tax Reporting.
Customizing Output Groups

Use
See Define Output Groups [Extern].

Procedure

SAP delivers the following output groups for each of the Bureau of Internal Revenue (BIR) withholding tax forms:

<table>
<thead>
<tr>
<th>Form</th>
<th>Output group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1601</td>
<td>PH1</td>
</tr>
<tr>
<td>2307</td>
<td>PH2</td>
</tr>
<tr>
<td>1604</td>
<td>PH3 (alphalist 3)</td>
</tr>
<tr>
<td></td>
<td>PH4 (alphalist 4)</td>
</tr>
<tr>
<td></td>
<td>PH5 (alphalist 5)</td>
</tr>
</tbody>
</table>

Depending on your company's method of accounting, you configure the above output groups as follows:

<table>
<thead>
<tr>
<th>Time of withholding tax posting</th>
<th>Entry in the Reported doc. field for the withholding tax reporting output group listed in the above table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice entry (accrual basis)</td>
<td>Vendor invoices, credit memos, and open down payments</td>
</tr>
<tr>
<td>Payment posting (cash basis)</td>
<td>Vendor payments (down, partial, and clearing payments)</td>
</tr>
</tbody>
</table>

💡 If you choose Vendor documents (according to W.T. posting time) as the reported document, then when you execute the withholding tax reports, the system checks for both invoices and payments, which detracts from system performance. For this reason, we recommend that you select only one of the above settings.
Accounts Payable and Accounts Receivable
Customer Master Records
Taxpayer Identification Number

Definition
A number assigned to companies operating in the Philippines after they have registered with the Bureau of Internal Revenue (BIR).

Use
Your own taxpayer identification number (TIN) has to be printed on most business documents issued by your company, such as official receipts or the value-added tax (VAT) reports.

You maintain your customers' and vendors' TINs – required on official receipts, VAT reports, and withholding tax reports – in their master records. In the Tax Code field, enter the TIN in the format 999-999-999-999V for customers and vendors subject to VAT, or 999-999-999-999N for customers and vendors not subject to VAT.

💡

The last character in the TIN, V or N, determines whether the transaction is subject to VAT, and it is printed accordingly on the official receipt. However, in the transaction, you can overwrite this by specifying a VAT or non-VAT tax code.

You maintain your own company's TIN in Customizing for Financial Accounting, under Financial Accounting Global Settings → Company Code → Enter Global Parameters. Enter the TIN in the ID number EXTRASTAT field under Additional details.
Vendor Master Records
Taxpayer Identification Number

Definition

A number assigned to companies operating in the Philippines after they have registered with the Bureau of Internal Revenue (BIR).

Use

Your own taxpayer identification number (TIN) has to be printed on most business documents issued by your company, such as official receipts or the value-added tax (VAT) reports.

You maintain your customers' and vendors' TINs – required on official receipts, VAT reports, and withholding tax reports – in their master records. In the Tax Code field, enter the TIN in the format 999-999-999-999V for customers and vendors subject to VAT, or 999-999-999-999N for customers and vendors not subject to VAT.

💡

The last character in the TIN, V or N, determines whether the transaction is subject to VAT, and it is printed accordingly on the official receipt. However, in the transaction, you can overwrite this by specifying a VAT or non-VAT tax code.

You maintain your own company's TIN in Customizing for Financial Accounting, under Financial Accounting Global Settings → Company Code → Enter Global Parameters. Enter the TIN in the ID number EXTRASTAT field under Additional details.
Postdated Check

Definition

See postdated check [Extern].

For Customizing information, see Customizing Postdated Checks [Seite 60].

Integration

Postdated checks are processed using the bill of exchange functions (see Check/Bill of Exchange in Accounts Receivable [Extern]).
Processing Postdated Checks

When you enter an incoming postdated check (PDC), you use the new payment method [Seite 62] you have defined for PDCs.

Posting Incoming Payments with PDC from Customer


When you post this payment and link it to the appropriate open item for the customer (via Process open items), the system automatically credits the reconciliation account from the customer master record. However, instead of debiting the G/L account for "bank" or "cash in bank" as it would with a normal incoming payment, the system debits the special G/L account [Seite 61] for PDCs. The posting could look like this:

(Debit) 09x Customer account (PDC receivable; x represents special G/L indicator)

(Credit) 15 Customer account (reconciliation account - trade receivable)

After you post the payment and display the customer line items, you see that the invoice has been cleared with the PDC receivable and one open item has been created for the PDC.

Listing Mature PDCs Each Day

Each day your company can monitor the status of PDCs that have been received, and check if there are some checks that mature on the particular day. To do so, from the SAP Easy Access screen choose Accounting → Financial Accounting → Accounts Receivable → Information System → Account → Bill of Exchange List.

Cashing PDCs

When mature checks have been cashed, you can execute either the incoming payment (for individual PDC) or the automatic incoming payment program (for batch PDCs) to credit the PDC account and debit the cash, bank account, or bank clearing account – depending on your company's accounting procedure.

Processing Returned or Bounced PDCs

When your bank informs you that your customer's check cannot be cashed or that it bounced, the system supports the following options, depending on your company's requirements. You can either reset the cleared items and reverse all documents back to the original invoice; this helps you to monitor overdue items. Or, you can post another entry to debit the accounts receivable open item and credit the bounced check.
Realized Gains and Losses on Partial Payments and Down Payments

Use
When you post a partial payment against an invoice and the exchange rate is different from that at the time of invoicing, the system automatically determines realized gains or losses incurred.

Activities
To allow currency exchange gains or losses to be realized for partial payments, in Customizing for Financial Accounting:


2. Set the E/rt e dif.pt py (Exchange rate diffs partial payments by period) indicator for the relevant document type.

For more information, see Indicate Currency Differences for Partial Payments [Extern].
Correspondence

You can generate the following types of correspondence for the Philippines:

- Official receipt [Seite 51]
- Customer account statement [Seite 56]
Official Receipt

Definition
See official receipt [Extern].

Structure
The official receipt contains the following information:

- Name, address, and taxpayer identification number (TIN) of issuing company
- Name, address, and TIN of customer
- Date of collection
- Amount in numbers and words (English only)
- Official receipt number
- The term Official Receipt
- Invoice number(s)

Integration
You can:

- Number official receipts
- Print official receipts [Seite 53]
- Maintain status of official receipts [Seite 55]
Official Receipt Numbering

Use

Official receipt numbering is similar to check lot numbering in the R/3 System.

Activities

You need to first define a lot number for the official receipt, then assign the lot number to a number range. You do this in Customizing for Financial Accounting, under Accounts Receivable and Accounts Payable → Business Transactions → Incoming Payments → Manual Incoming Payments → Outgoing Payment Notices →

- Create Receipt Lot
- Assign Receipt Lots to Number Ranges
Printing Official Receipts

Official receipts are printed on preprinted forms. SAP delivers the following sample SAPscript forms:

- F140_INT_PHIL_01 for printout of official receipt before payment
- F140_PAY_CON_PH1 for printout of official receipt after payment

You can modify these SAPscript forms to fit into your company's preprinted forms. To do so, from the SAP Easy Access screen, choose Tools → Form printout → SAPscript → Form, copy, and change the form.

Printing Official Receipts Before Payment (Based on Invoice)

To print official receipts based on invoice information in the case that a third party collects payment on behalf of your company:

1. From the SAP Easy Access screen, choose Accounting → Financial Accounting → Accounts Receivable → Reporting → Philippines → Printout of official receipts before payment (Philippines).
2. Enter the following data:
   - Internal document sorting: B1
   - Company code
   - Document number
   - Correspondence: SAPP2
   - Official receipt lot number (in the Lot field)
3. Choose .

Printing Temporary Receipts

If your company needs to issue temporary receipts, for example, against a postdated check [Seite 59], you can use the Printout of official receipt before payment report (described above). However, note the following differences for temporary receipts:

- You must enter a different lot number for the temporary receipt than you enter for the official receipt.
- If you use a different format than that of the official receipt, you must configure a new SAPscript form, and assign it to the RFKORDP2 program in Customizing for Financial Accounting, under Financial Accounting Global Settings → Correspondence → Define Form Names for Correspondence Print.

Printing Official Receipts after Payment (Based on Payment)

To print official receipts based on payment documents:

1. From the SAP Easy Access screen, choose Accounting → Financial Accounting → Accounts Receivable → Reporting → Philippines → Printout of official receipts after payment (Philippines).
2. Enter the following data:
Printing Official Receipts

- Internal document sorting: B1
- Company code
- Document number
- Correspondence: SAPP1
- Official receipt lot number (in the Lot number field)

If your customer has both value-added tax (VAT) and non-VAT transactions, you must set the Active indicator (under Division into VAT and NON VAT) and specify the VAT tax code in the VAT tax codes field. The system automatically summarizes transactions with and without VAT, and lists them accordingly on the official receipt.

3. Choose 💰.
Changing Status of Official Receipts

Use

You use this report to change the status of official receipts. You would do this, for example, in the case of a printing error.

Integration

The original official receipts are created using the following reports:

- Printout of official receipts after payment
- Printout of official receipts before payment

Activities

To change the status of issued official receipts, from the SAP Easy Access screen choose Accounting → Financial Accounting → Accounts Receivable → Reporting → Philippines → Change status of official receipts.

Select the official receipts whose status you want to change, and choose Change status.

The following official receipt statuses are available:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Valid</td>
</tr>
<tr>
<td>02</td>
<td>Void</td>
</tr>
<tr>
<td>03</td>
<td>Canceled</td>
</tr>
<tr>
<td>04</td>
<td>Printing problem</td>
</tr>
</tbody>
</table>

If you assign a status other than 01 to an official receipt, the system allows you to reprint it.
Customer Account Statement

Definition

Type of correspondence that your company sends to its customers.

The system includes a SAPscript form that you can use for customer account statements for the Philippines, form F140_CUS_STAT_P1. You can modify this template to meet your company’s requirements. To do so, from the SAP Easy Access screen, choose Tools → Form printout → SAPscript → Form.

Structure

The following information is displayed in the template for the customer account statement:

- Account balance at the start of the selected period
- Open item list as of the key date, including the total
  - It is sorted by transactions with or without special G/L indicators, currency, posting date, and document number.
- Account balance at the end of the selected period
- Cleared item list between selected key dates
  - It is sorted by currency, posting date, and cleared item document number.
- Withholding tax list between selected key dates
  - It is sorted by withholding tax type, posting date, and document number.
- Aging in 0, 30, 60, 90, and 120 days

Integration

You can print the customer account statement.

Note the following restrictions regarding customer statements:

- You cannot create statements for one-time customers.
- In the case of customer head offices with local branches, customer statements contain the address of the head office and not that of the branch.

See also:

Correspondence Types [Extern]
Printing Customer Account Statements

Use

Printing of customer account statements is based on correspondence type SAPP3. Correspondence type SAPP3 is preconfigured to run the RFKORDP3 print program, which is delivered with report variant SAP&SAPP3. You can modify SAP&SAPP3 to meet your company’s needs. For example, you can change the aging period and the number of the aging column.

To modify or define a new report variant for the RFKORDP3 print program, in Customizing for Financial Accounting, choose Financial Accounting Global Settings → Correspondence → Assign Programs for Correspondence Types. Select correspondence type SAPP3 and choose Environment → Maintain variants.

Procedure

Printing Individual Account Statements

1. Request correspondence type SAPP3. To do so, from the SAP Easy Access screen, choose Accounting → Financial Accounting → Accounts Receivable → Account → Correspondence → Request.
2. Issue the correspondence request by choosing Accounting → Financial Accounting → Accounts Receivable → Periodic processing → Print correspondence → As per request.
3. Print the customer account statement from the spool file by choosing System → Own spool requests. Select your spool request and choose 📊. For information on the SAP spool system, see BC - SAP Printing Guide [Extern].

Printing Mass Account Statements

1. From the SAP Easy Access screen, choose System → Services → Reporting.
2. Run the RFKORDP3 print program with report variant SAP&SAPP3.
Bank Accounting
Postdated Check

Definition

See postdated check [Extern].

For Customizing information, see Customizing Postdated Checks [Seite 60].

Integration

Postdated checks are processed using the bill of exchange functions (see Check/Bill of Exchange in Accounts Receivable [Extern]).
Customizing Postdated Checks

To post an incoming payment with a postdated check (see Processing Postdated Checks [Seite 48]), you must first carry out the following Customizing activities:

- Define Special G/L Indicators [Seite 61]
- Define Payment Method [Seite 62]
Defining Special G/L Indicators

As part of customizing postdated checks (PDC), you must define a special G/L indicator. This indicator identifies a special G/L reconciliation account (for example, PDC receivable) that replaces the normal reconciliation account. When you then post an incoming payment with a PDC, the system posts the entry to this special G/L reconciliation account instead of to the normal receivables account.


Maintain the following information:

- *Rel.to credit limit* (Take into account for credit limit?)
  
  Set this indicator according to your company's policy.

- Define descriptions for debit and credit posting keys

  - *Debit 09*: PDC receivable
  - *Credit 19*: Reverse PDC receivable

- Choose *Accounts* and assign the special G/L account (for example, PDC receivable) to the normal reconciliation account.
Defining Payment Method

You can define a new payment method which can then be used when entering an incoming postdated check (PDC) (see Processing Postdated Checks [Seite 48]). To do so, specify the information listed in the Customizing activities below.

In Customizing for Financial Accounting, choose Accounts Receivable and Accounts Payable → Business Transactions → Incoming Payments → Automatic Incoming Payments → Payment Method/Bank Selection for Payment Program, and then choose the activities listed below.

1. **Set Up All Company Codes for Payment Transactions**

   To use the automatic incoming payment program for cashing your PDC, you need to specify that the payment program credits the special G/L indicator you defined in Defining Special G/L Indicators [Seite 61]. To do so, enter your special G/L indicator under Customers, in the Sp. G/L transactions to be paid field.

2. **Set Up Payment Methods per Country for Payment Transactions**

   i. Under Payment method classification, select Bill/ex (Create a bill of exchange posting) and set the Create bill/exch. before due date indicator.

   ii. Under Posting details, fill out the Document type for payment and Clearing document type fields, and enter your special G/L indicator in the Sp.G/L ind. b/ex. / b/ex.pmnt req. field (Special G/L indicator for bill of exchange/bill of exchange payment required).

3. **Set Up Payment Methods per Company Code for Payment Transactions**

   Under Amount limits enter a minimum and a maximum amount for payments.

4. **Set Up Bank Determination for Payment Transactions**

   Under Bank Accounts, for each house bank you enter, specify the payment method you defined for PDCs in step 2 and the currency.

For more information on defining payment methods, see:

- Country-Specific Definitions for the Payment Method [Extern]
- Company Code Specifications for the Payment Method [Extern]
Human Resources
Payroll Philippines (PY-PH)

Purpose
This component enables you to run payroll for all employees in line with Philippine legal and business requirements.

Implementation Considerations
The SAP HR Payroll Philippines component must be implemented in cooperation with the project team implementing other areas of SAP Human Resources (HR), in particular Personnel Administration.

Integration
The SAP HR Payroll Philippines component is integrated with other SAP HR components such as Personnel Administration and Personnel Time Management. There are interfaces to Financial Accounting and Controlling, and you can run payroll using a combination of SAP and third-party products.

Features
The component uses data from other areas of SAP HR to calculate statutory and non-statutory additions and deductions for your employees. SAP Payroll offers a number of standard reports used in payroll, taxation, Pag-IBIG, and social security contribution calculations.

In addition to standard payroll functions, payroll processing for the Philippines comprises the following country-specific functions:

- Taxation
- Social Security System (SSS)
- Home Development Mutual Fund (HDMF)
- PhilHealth (NHIP)
- Multiple and bonus payroll runs
- 13th and Nth month payments
- Deduction priorities
- Reporting
  - Tax monthly remittance report
  - SSS monthly and quarterly R-3 collection list
  - SSS EDINet report
  - HDMF M1-1 membership/remittance form
  - Employer quarterly remittance report RF-1
- End-of-year processing
  - BIR Certificate of Income Tax Withheld on Compensation
SAP Payroll also supports retroactive accounting. This function automatically recalculates payroll in the event of changes to master data and time data in periods for which payroll has been completed.

**Constraints**

In the *Personal Data* infotype (0002), the *Second name* field is used for the employee's middle name in the Philippines.
Payroll in the SAP System

Purpose
You can use this component to calculate the remuneration for work done for each employee. However, Payroll does not just involve the calculation of remuneration, but consists of a variety of processes that are becoming increasingly important due to the employer’s increased obligation to supply benefits and medical welfare. These benefits are products of:

- Labor law
- Tax law
- Contribution law
- Benefits law
- Civil law
- Reporting law
- Information law
- Statistics law

Integration
Payroll can be integrated in Personnel Administration, Time Management, Incentive Wages and Accounting:

- Standardized data retention enables you to use master data and other payroll relevant data from Personnel Administration.
- Time data, entered via Time Management, is automatically included in the Payroll and is valuated during the payroll run.
- Data from the Incentive Wages component is used to calculate piecework wages and premium wages directly in Payroll.
- Information on expenses and payables from Payroll is posted for accounting directly in Financial Accounting, and you assign the costs to the appropriate cost center. You can also control the financial system of third-party providers.

Features
The System calculates the gross and net pay, which comprises the individual payments and deductions that are calculated during a payroll period, and are received by an employee. These payments and deductions are included in the calculation of the remuneration using different wage types [Extern].

After the remuneration payroll you can carry out various subsequent activities, for example, you can see to remuneration payment or the creation of various lists, and make evaluations.
Payroll Basics (PY-XX-BS)

Purpose

The Payroll is based on an international payroll driver. This payroll driver was modified for each country. The country-specific payroll drivers take the statutory and administrative regulations of a country into account.

Since the payroll driver has a modular structure, you can use the Customizing functions to quickly modify the payroll procedure to meet the particular requirements of your enterprise.

Process Flow

When you access Payroll, the payroll driver calls the accompanying payroll schema, which consists of a sequence of functions. For each activity, the individual functions import data from internal tables and payroll relevant files.

Payroll is then performed as follows:

1. The system updates the databases and imports the master data relevant to payroll.
2. If Off-Cycle Payroll [Seite 178] is to take place, the system deletes the internal table IT.
3. The system imports the last payroll result.
4. The system calculates the gross wage and considers the shift schedule, shift change compensation, and valuation bases. Any master data relevant to payroll is included in the calculation at this point.
5. The system calculates the partial period factors, lump sums and salary elements, and cumulates the gross results.
6. The system calculates the net remuneration and performs retroactive accounting if specific master data has been changed in previous payroll periods.

Result

After the payroll run, you can transfer the payroll results to Financial Accounting, or perform evaluations and create lists and statistics.
**Payroll Driver**

**Definition**
Special report for Payroll. SAP has developed country-specific payroll drivers, which are based on report RPCALCx0. With country-specific reports the penultimate character in the name refers to the country indicator (for example, D for Germany, F for France).

**Use**
Report RPCALCx0 can calculate periodic payments and also off-cycle payroll runs. However, this report does not include tax and social insurance data for net wage calculations. The country specific payroll drivers contain this data.

**Integration**
Calculation rules and other reports are stored in an accompanying schema [Seite 69] which also contains the activities carried out by the payroll driver during payroll. All data is stored in internal tables [Seite 71] and saved in files [Seite 70] with a cluster structure.
Payroll Schema

Definition
The payroll schema contains calculation rules to be used by the payroll driver [Seite 68] during payroll. SAP has developed country-specific schemas which are based on schema X000. With country-specific reports, the first character in the name refers to the country indicator (for example, D for Germany, F for France).

Structure
A schema consists of the following parts:

- Initialization
  
  The system performs the following steps:
  - Updates the databases
  - Imports required infotypes

- Gross calculation of pay
  
  The system performs the following steps:
  - Processes basic data and time data
  - Queries off-cycle payroll runs
  - Reads payroll account of the last period accounted
  - Processes time data and calculates the individual gross values
  - Performs factoring

- Net calculation of pay
  
  The system performs the following steps:
  - Calculates net remuneration
  - Performs bank transfers

Integration
All data is stored in internal tables [Seite 71] and saved in files [Seite 70] with a cluster structure.
Payroll Relevant Files

Definition
Payroll files contain data for payroll and payroll results.

Structure
The system requires the following files for payroll:

- **Pnnnn (nnnn = number of the infotype)**
  The Pnnnn files contain data that has been entered in the respective infotypes for an employee.

- **PCL1**
  The PCL1 file contains primary information, in other words, data from the master data and time recording systems.

- **PCL2**
  The PCL2 file contains secondary information, in other words, derived data and all generated schemas.

Integration
When you start payroll, the system imports the relevant master data from the Pnnnn files (for example, basic pay and tax class) and imports the time data from the PCL1 file to the IT table. The system imports the payroll results from the previous month from table ORT (for example, to form averages). The system processes this data and saves the payroll results and generated schemas in the PLC2 file.
Internal Tables

Definition
Internal tables store data during payroll. The system imports data to these tables and used them to calculate new data. This data is then also saved in internal tables.

Structure
At the start of the payroll run, the system reads the values from the results tables to the old results table (ORT). Data from the previous period is, therefore, available in the current payroll period.

The most important internal tables are:

- **Input table (IT)**
  Table IT contains data that can be edited. The table exists only during processing.

- **Output table (OT)**
  Table OT contains the results of an activity. These results are written to the input table for further processing. The table exists only during processing.

- **Results table (RT)**
  Table RT contains the results of the period for which payroll has been run. The system saves this data in the PCL2 file in cluster RX.
Payroll Control

Use

This function is used to control Payroll.

During Payroll the master data for the personnel numbers to be included in the payroll run can not be changed for the past or present, for example.

You should not perform payroll, when master data is being processed for the personnel numbers for which payroll should be run.

Scope of Function

- Payroll Control Record [Seite 97]
- Payroll Area [Seite 79]
- Payroll Status [Seite 75]
- Payroll Period [Seite 80]
Payroll Control Record

Definition

Payroll object that is important for the payroll run, and which contains all the information on a payroll area [Seite 79].

Use

The payroll control record [Extern] has the following functions:

- It locks the personnel numbers, for which payroll should be run, against master data changes that affect the payroll past or present.
- It locks the payroll for the period during which payroll-relevant changes are made to the master data for the personnel numbers being processed.
- It makes the following information available for the system:
  - What is the next payroll period for which regular payroll should be run?
  - Up to what date is retroactive accounting [Seite 87] carried out?
  - What status does the payroll currently have? (for example, Released for Payroll or Check Payroll Results)?

When you carry out a payroll run, the system automatically changes the payroll status in the payroll control record. You can also change the status manually under Payroll → Tools → Control Record.

Structure

The control record contains the following information:

- Payroll area
- Payroll status
- Payroll period
- Earliest possible retroactive accounting period [Seite 89]
- Last change made to the control record

When you create the control record in your live system, please note the following: the payroll period that you enter at the start of the live payroll run must be 1 period lower than the period with which you want to perform the live payroll run for the first time.

You want to carry out the first payroll run in period 5 1999. In the payroll control record, you must enter 4 1999 as the period. If you set the payroll control record for the first payroll run to status Released for Payroll, the system increases the period by 1 and payroll is run for period 5 1999.
Payroll Status (Infotype 0003)

Definition
Infotype in which data on the Payroll status and Time Management status is stored.

For example, the system stores the date of the last payroll run performed for the employee in the Payroll Status infotype (0003).
The system can flag an employee that was rejected in the payroll run.

Use
The system automatically creates this infotype when the employee is hired. In general, the system updates the infotype and writes the changes to the payroll past.

Structure
You can change the payroll status of an individual employee using Payroll/Retroactive Accounting and Time Evaluation.

It is only worthwhile making such changes for a few exceptional cases. For more information, see Changing The Payroll Status [Extern].
Editing the Payroll Status

Use

The Payroll Status infotype (0003) is usually updated by the system. An exception is manual editing of an employee’s payroll status. The following possibilities exist to edit the infotype.

- Editing Master Data
  Here, you can edit part of a field.

- Enhanced Editing
  Here, you can edit all fields.

Prerequisites

Editing Master Data

You are authorized to edit master data.

Enhanced Editing

During the enhanced maintenance of the Payroll Status infotype (0003), you can exclude employees from the payroll run and delete employees from the payroll correction run [Seite 109]. Since such changes are particularly critical, you need special authorization for extended editing of the infotype. If you do not have this authorization, contact your system administrator.

Procedure

Editing Master Data

1. Choose Human Resources → Personnel Management → Administration → HR Master Data → Maintain.

2. Enter the personnel number and infotype 0003, and select .

   You can edit the following fields:
   - Earl. Pers. RA (Earliest Possible Personnel Retroactive Accounting Date)
   - Run Payroll Up To
   - Do Not Account After
   - Personnel Number Locked

   For more information on this field, see locked personnel numbers [Seite 99].

   - Earl. Pers. RA (Earliest Possible Personnel Retroactive Accounting Date Time Evaluation)

Enhanced Editing

The Change Payroll Status screen appears.

2. Enter the personnel number and choose \(\text{\textit{Edit}}\).

You can enter data in all fields of the Payroll Status (0003) infotype.
Locked Personnel Numbers

In the Payroll Status infotype (0003) [Seite 75] you can exclude an employee from the payroll run by flagging the *Pers.no. locked* field.

You can **not** set these lock indicators for the current period in the following situations:

- if payroll has already been completed for the current payroll period.
- if the employee has already been paid in the current payroll period.
Payroll Area

Definition
A group of employees for whom payroll should be run together, and at the same time.

Use
You can perform the Payroll separately for different employee groups, using different payroll areas [Extern]. This is necessary if the payroll period [Seite 80] is not the same for all employee groups.

Salaried employees in your enterprise receive their salary at the end of the month. Hourly wage earners receive their remuneration in the middle of the subsequent month.

You can also group together all employees in one payroll area that should not be included in the payroll run. To do so, you create a payroll area for which you do not select the Run payroll indicator.

When you run payroll, you must specify the payroll area in the payroll driver [Seite 68] selection screen. The payroll area has the following functions:

- In the Payroll Period block it is used to determine the exact payroll period.
- In the Selection block it is used to select the personnel numbers that should be grouped together during the payroll.

Structure
The payroll area contains the following information:

- Payroll area text
- Period parameters [Extern]
- Run payroll until indicator
- Date modifier [Extern]

Integration
Every payroll area needs its own payroll control record [Seite 97].
Specific Payroll Dates

Definition

Exact period in which the regular payroll is carried out.

14-day payroll periods have been defined for your enterprise. The first period begins on 01 January. If you carry out Payroll for payroll period 09, the specific payroll date is 01 through 15 May.

Use

In regular payroll, payroll is always run for a payroll period. The system determines the specific payroll dates. It also checks if retroactive accounting [Extern] is necessary.

In the case of Off-Cycle-Payroll [Extern] the specific payroll period can be a day. In the case of bonus accounting, the payment date that you use to start the off-cycle payroll is both the start date and the end date of the payroll period. The system generates the payroll result for this day.

For further information see Off-Cycle-Activities [Seite 174].

In the case of regular payroll, the method used to define the specific payroll period is dependent on whether you are carrying out a test run or a live payroll run:

- For a test run, you generally enter the specific payroll period
- For a live payroll run, the system uses the value that is in the payroll control record [Seite 97] as the current payroll period

In the payroll driver [Seite 68] selection screen, enter the payroll area [Seite 79] for which you want to run payroll. The system derives the exact start and end date of the payroll for this payroll area, using the following parameters, which are stored in the payroll area or in the payroll control record:

- In the payroll area
  - Period parameters [Seite 81]
  - Date modifier [Seite 82]
- In the appropriate payroll control record
  - Payroll period [Seite 83]
Period Parameters

Definition
A two-digit numerical parameter that determines the time interval for which payroll is run for a payroll area.

If you assign the period parameter 01 to the payroll area Salaried Employee, payroll is run monthly for this payroll area. If you assign the period parameter 03 to the payroll area Industrial Employee, payroll is run weekly for this payroll area.

Use
The SAP standard system contains period parameters for all the common payroll periods for different countries. However, if you need an individual period parameter for your system, specify this in Customizing for Payroll under Environment → Payroll Organization → Define Period Parameters [Extern].

In Customizing for Payroll under Environment → Payroll Organization → Check Payroll Area [Extern] you assign a period parameter to every payroll area in your system. In this way you determine how frequently regular payroll should be run for this payroll area. You can assign the same period parameter to all payroll areas, if the payroll periods are the same for all employees in your enterprise.

In your system, you must use Report RPUCTP00 (Generation of Payroll Periods) to generate the payroll periods for every period parameter that you have assigned to a payroll area. In this way you determine the concrete start and end date for each period, as well the payday. You generate the payroll periods in Customizing for Payroll under Environment → Payroll Organization → Generate Payroll Periods [Extern].

When you start payroll, enter the payroll area for which you want to run payroll on the payroll driver selection screen. The system derives the payroll period from the period parameter you assigned to this payroll area.

Integration
If you want to specify different date specifications, for example different paydays, for a period parameter, then you also have to define a date modifier [Seite 82].
Date Modifier

Definition
Differentiator that you use to determine different paydays for different employees for whom payroll is run with the same periodicity.

Payroll is run monthly in your enterprise. The payday is the 15th of the month for industrial employees and the 25th for salaried employees. Since the payroll periodicity (monthly) is the same for both groups of employees, the system requires two date modifiers [Extern] as differentiators to be able to determine different paydays.

Use
You determine the date modifiers in Customizing for Payroll under Environment → Payroll Organization → Define Date Modifiers [Extern].

You assign a date modifier to every payroll area in your system in Customizing for Payroll, under Environment → Payroll Organization → Check Payroll Area [Extern].

- If you use the same payday for all payroll areas, assign the SAP standard modifier to all payroll areas.
- If you use different paydays for different payroll areas, assign different date modifiers to these payroll areas that you have created for your enterprise.

In your system, you must generate the payroll periods separately using Report RPUCTP00 (Generation of Payroll Periods) for every combination of period parameters and date modifiers that you have assigned to a payroll area. You generate the payroll periods in Customizing for Payroll under Environment → Payroll Organization → Generate Payroll Periods [Extern].

When you start payroll, enter the payroll area for which you want to run payroll on the payroll driver selection screen. The system recognizes, by means of the date modifier that you assigned to this payroll area, whether different date specifications exist for this payroll area.

Integration
A date modifier always refers to a period parameter [Seite 81].
Payroll Period

Definition

The time interval for which the payroll is regularly performed. In the abstract sense the payroll period refers to the interval during which payroll is regularly performed. For example, weekly or monthly payroll periods. In the concrete sense the payroll period describes a specific period with start and end dates. For example, the (monthly) payroll period from 01 through 31 October.

Use

You specify the concrete payroll periods, with a period number, start and end date and pay day, for your enterprise in Customizing for Payroll under Environment → Payroll Organization → Generate Payroll Periods, using Report RPUCPT00 (Generation of Payroll Periods). The generation of the payroll periods is dependent on the period parameter and the date modifier. The report enters the start and end date of every payroll period in Table T549Q (Payroll Periods) and enters the payday in Table T549S (Personnel Date Specifications Per Payroll Period).

The system automatically creates the payday for all countries when you generate the payroll periods. However, the payday only has a role to play in some countries. For example, if the bank transfer day of the original payroll run (as opposed to a retroactive accounting run) is important for tax purposes.

In some countries the payday is printed on the pay check. The employee can cash the check from this date.

When you start payroll, enter the payroll area for which you want to run payroll on the payroll driver selection screen. Using the payroll control record for this payroll area, the system determines the next period for which payroll is to be run. The procedure is as follows:

1. The system reads the current value that is contained in the Payroll Period field of the payroll control record.
2. Using this value the system reads the Previous Payroll Period field in Table T549Q (Payroll Periods).
3. The system determines which period follows this previous period in accordance with Table T549Q.
   
   This subsequent period is the current payroll period.
4. The system also determines the concrete start and end date of the payroll period in Table T549Q.

You have created this date specification with Report RPUCPT00.

Finally, the system reads the relevant infotypes using the date specifications for the start and end dates.
Integration

The payroll periods are defined in the SAP System and are dependent on the period parameter [Seite 81].

In your enterprise, the first payroll period for the year 2000 begins on 01 January. Depending on the period parameter you use as a basis, for example weekly or monthly, the payroll period 05 2000 can have the following meaning:

- **Weekly** period parameter: Period 05 2000 = 31 January-06 February 2000
- **Monthly** period parameter: Period 05 2000 = 01-31 May 2000
Period Number

Definition
A two-digit numerical parameter that, together with the date, clearly identifies a concrete payroll period [Seite 83].

The period number [Extern] 08, together with the year 2000, denotes the eighth payroll period in the year 2000. It can depend on the system settings, for example, the calendar month August or the week from 14 through 20 February.

Use
In the payroll control record, the system continuously increases the period numbers of the payroll periods for a fiscal year. Every time you set the status of the payroll control record to Release for Payroll, the period number is increased by one. In this way the system identifies the current payroll period. At the start of a new fiscal year the period number is reset to 01.

The period number that a payroll period contains depends on the following criteria that you enter when generating the payroll periods.

- **Period parameter** (for example, weekly or monthly)
- **Start of fiscal year**
  
  In most countries the fiscal year starts on 01 January. However, it starts on 06 April in the United Kingdom.

- **Indicator for determining the period number**
  
  This indicator specifies the payroll period date the system should use to determine the period number.
  - Start date
  - End date
  - Payday

Example

Example 1
You make the following specifications when generating the payroll periods:

- **Period parameter** monthly
- **Start of fiscal year** 01 January
- **Determine the period number** depending on the end date of the payroll period.

In this case, the payroll period from 01 through 31 July, for example, has the period number 07 in your system.

Example 2
You make the following specifications when generating the payroll periods:
Period Number

- Period parameter weekly
- Start of fiscal year 01 January
- Determine the period number depending on the payday
  
  The payday should be four days after the end of the period.

In this case, the payroll period from 01 through 07 January, for example, has the period number 02 in your system. The period from 25 through 31 December of the previous year has the period number 01, because the payday for this period is 04 January.
Retroactive Accounting

Use
If you change the master or time data for an HR master record for a period for which payroll has already been run, the old payroll results must be checked in the next regular payroll run and the payroll run must be repeated. The system automatically creates a retroactive accounting run in the payroll past.

To ensure that not every change triggers a retroactive accounting run, the changes are checked for retroactive accounting relevance. This ensures that only those changes that require a correction of the payroll results, trigger a retroactive accounting run. Moreover, the system determines the retroactive accounting limit for which retroactive accounting can take place, from the Payroll Status infotype (0003) and the payroll control record.

Scope of Function
The retroactive run is limited by basic data:

- **Payroll past**
  The payroll past includes all periods for which you have already run and exited payroll.

- **Retroactive accounting limit**
  The retroactive accounting limit determines the date up to which you may change master and time data in the payroll past, and, in the case of a retroactive run, the earliest date to which the system can run retroactive accounting. The retroactive accounting limit always refers to personnel numbers.

You can change the retroactive accounting limit in the following ways:

- for an employee in the *Earl. Pers. RA* (Earliest Possible Personal Retroactive Accounting Date) field in the Payroll Status infotype (0003)
- for a payroll area in the *Earliest Possible Retroactive Accounting Period* field in the payroll control record (see Change Earliest Possible Retroactive Accounting Period [Seite 90])

The system uses the following values to determine the retroactive accounting limit:

- for each payroll area, from the earliest possible retroactive accounting period that is stored in the corresponding payroll control record
- for each employee, from the earliest possible personal retroactive accounting date that is stored in the Payroll Status infotype (0003)
- for each employee, using the hiring date of the employee

The system uses these values to select the most recent date.

- **Retroactive accounting relevance**
  You can determine the retroactive accounting relevance either per infotype or per infotype field. To determine which infotypes or fields are relevant to retroactive
Retroactive Accounting

accounting, see Customizing for Personnel Administration under Customize Procedures → Infotypes → Define Fields Relevant for Retroactive Accounting [Extern].

If you edit infotypes that are relevant to retroactive accounting, you should take note of some particular features. For more information, see Payroll-Relevant Maintenance of HR Master Data [Extern].

- Retroactive accounting recognition

If you maintain an infotype that is relevant to retroactive accounting and its validity period overlaps with the payroll past, the system enters the start date of the changed infotype in the Earliest MD Change (Earliest Master Data Change since Last Payroll Run) field of the Payroll Status infotype (0003). During the next payroll run the system automatically performs retroactive accounting up to this date. Afterwards, the system deletes the entry.

The Earliest MD Change field can also contain a date that occurs in the future. This date is entered in an off-cycle payroll run [Extern].

If you have made at least one change in the payroll past that is relevant to retroactive accounting, the system checks the entry in the Earliest MD Change field and determines the date to which the retroactive accounting run must take place.
Earliest Possible Retroactive Accounting Period

Definition
The earliest period for retroactive accounting is the payroll period furthest in the past for which you can run retroactive accounting. This is stored in the payroll control record for the payroll area.

Use
This period is determined by your company. You can specify, for example, that retroactive accounting for the previous year is not possible after a particular date in the current year.
Changing the Earliest Possible Retroactive Accounting Period

Changing the Earliest Possible Retroactive Accounting Period

⚠️
You can only change the earliest possible retroactive accounting period for a payroll area, whilst exiting payroll [Seite 116].

1. From the SAP Easy Access screen, choose Payroll → Payroll <Country> → Payroll → Tools → Control Record in the SAP menu.

2. Enter the payroll area for which you want to change the earliest possible retroactive accounting period and choose Change.

⚠️
The earliest possible retroactive accounting period can only be changed, after you have set payroll status to Exit payroll and before you save the payroll control record.

3. In the Earliest retroactive accounting period field, enter your new earliest retroactive accounting period and save your entries.
## Transaction Codes for Payroll

In *Payroll*, you can use the following transaction codes:

### Bases

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC00_M99_CLSTR</td>
<td>Display Payroll Results</td>
</tr>
<tr>
<td>PC00_M99_CALC</td>
<td>Payroll Driver (International)</td>
</tr>
<tr>
<td>PC00_M99_ABKRS</td>
<td>Specify a payroll area</td>
</tr>
<tr>
<td>PC00_M99_CLSTPC</td>
<td>Display PC Cluster: Personal Calendar</td>
</tr>
<tr>
<td>PC00_M99_TLEA</td>
<td>Leave Overview</td>
</tr>
<tr>
<td>PC00_M99_TLEA30</td>
<td>Batch-Input: Annual Leave</td>
</tr>
<tr>
<td>PC00_M99_CPRC</td>
<td>Access Payroll Calendar</td>
</tr>
<tr>
<td>PC00_M99_MOLGA</td>
<td>Specify a personnel country grouping</td>
</tr>
<tr>
<td>PC00_M99_CLJN</td>
<td>Payroll Journal - International</td>
</tr>
<tr>
<td>PC00_M99_DLGA20</td>
<td>Use of Wage Types in Payroll</td>
</tr>
<tr>
<td>PC00_M99_UDIR</td>
<td>Restore the Payroll Results Directory</td>
</tr>
<tr>
<td>PU00</td>
<td>Delete Personnel Data</td>
</tr>
<tr>
<td>PU01</td>
<td>Delete Current Payroll Result</td>
</tr>
<tr>
<td>PU03</td>
<td>Change Payroll Status</td>
</tr>
<tr>
<td>PU22</td>
<td>Archive Data</td>
</tr>
<tr>
<td>PU30</td>
<td>Wage Type Copier</td>
</tr>
<tr>
<td>PU95</td>
<td>Edit Wage Type Groups and Logical Views</td>
</tr>
<tr>
<td>PU96</td>
<td>Edit Wage Type Groups</td>
</tr>
<tr>
<td>PU97</td>
<td>Edit Logical Views</td>
</tr>
<tr>
<td>PU98</td>
<td>Assign Wage Types to Wage Type Groups</td>
</tr>
<tr>
<td>PUOC_xx (xx = Country Code)</td>
<td>Off-Cycle Workbench</td>
</tr>
<tr>
<td>PEST</td>
<td>Maintenance of Process Model</td>
</tr>
<tr>
<td>PUST</td>
<td>HR Process Workbench</td>
</tr>
</tbody>
</table>

### Pay scales:

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC00_M99_U510</td>
<td>Simple Std Pay Increase for Indirectly Valuated WTs</td>
</tr>
<tr>
<td>PC00_M99_IRTF</td>
<td>Enhanced Std Pay Increase (Indirect and Direct WTs) with Batch Input</td>
</tr>
</tbody>
</table>
### Transaction Codes for Payroll

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC00_M99_ITUM</td>
<td>Pay Scale Reclassification acc.to Age or Pay Scale Membership Period</td>
</tr>
<tr>
<td>PC00_M99_URMA</td>
<td>Acknowledgement Report for Third Party Remittance</td>
</tr>
<tr>
<td>PC00_M99_URMU</td>
<td>Update of Remittance Tables from TemSe-Object</td>
</tr>
</tbody>
</table>

### Forms

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC00_M99_CEDT</td>
<td>Remuneration Statements</td>
</tr>
<tr>
<td>PDF7</td>
<td>Delete Form in Customer Client</td>
</tr>
<tr>
<td>PDF8</td>
<td>Copy Form from SAP Client to Customer Client</td>
</tr>
<tr>
<td>PDF9</td>
<td>Copy Form within Customer Client</td>
</tr>
<tr>
<td>PC00_M99_CLGA00</td>
<td>Wage Type Statement</td>
</tr>
<tr>
<td>PC00_M99_CLGV00</td>
<td>Wage Type Distribution</td>
</tr>
<tr>
<td>PC00_M99_CKTO</td>
<td>Payroll Accounts</td>
</tr>
<tr>
<td>PDF0</td>
<td>Conversion Report for Remuneration Statement Forms</td>
</tr>
<tr>
<td>PDFA</td>
<td>Conversion of Payroll Journal Forms</td>
</tr>
</tbody>
</table>

### Transfer Activities

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC00_M99_CIPE</td>
<td>Posting to Accounting: Create Posting Run</td>
</tr>
<tr>
<td>PC00_M99_DKON</td>
<td>Posting to Accounting: Wage Type Assignment - Display G/L Accounts</td>
</tr>
<tr>
<td>PC00_M99_CIPC</td>
<td>Posting to Accounting: Search for Payroll Results not Posted</td>
</tr>
<tr>
<td>PC00_M99_URMR</td>
<td>Reconciliation of Transfers</td>
</tr>
<tr>
<td>PC00_M99_URMW</td>
<td>Maintain Wage Types According to Assignment to HR Creditors</td>
</tr>
<tr>
<td>PC00_M99_URMD</td>
<td>Undo Third-Party Remittance Runs</td>
</tr>
<tr>
<td>PC00_M99_URMP</td>
<td>Create Third-Party Remittance Posting Run</td>
</tr>
<tr>
<td>PC00_M99_CMLI0</td>
<td>Cash Breakdown List (International)</td>
</tr>
<tr>
<td>PC00_M99_CDTA</td>
<td>Preliminary Program- Data Medium Exchange for Several Payment Runs</td>
</tr>
</tbody>
</table>

### Tools

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE04</td>
<td>Editor for Calling Functions and Operations</td>
</tr>
<tr>
<td>PE03</td>
<td>Editor for Calling Features</td>
</tr>
<tr>
<td>PE02</td>
<td>Editor for Calling Personnel Calculation Rules</td>
</tr>
<tr>
<td>PE01</td>
<td>Editor for Calling Personnel Calculation Schemas</td>
</tr>
<tr>
<td>PE51</td>
<td>Call the Form Editor</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>PU12</td>
<td>Interface Toolbox</td>
</tr>
<tr>
<td>PDSY</td>
<td>HR-Documentation Maintenance</td>
</tr>
</tbody>
</table>
The Payroll Process

Purpose

The payroll program is run at a specific point in time, not only to calculate an employee’s basic remuneration but also any special payments, overtime payments or bonuses that must be effected for the period in question.

Prerequisites

Before you start this process, you have to specify for which payroll area(s) payroll should be run. You have the following options:

- From the SAP Easy Access screen, choose Human Resources → Payroll → <Country> → Settings → Set Payroll Area.
- When Releasing the Payroll Run [Seite 105] specify for which payroll area the payroll should be run.
- If you want to execute a payroll run for several payroll areas at the same time, you must release each payroll area individually- release individually [Seite 106].

If you do not want to perform payroll for an employee, you must use the Lock Personnel Number [Seite 99] function.

Before you start the payroll run for all employees, you can run a Payroll Simulation [Seite 100] for individual employees.

Process Flow

The status of the Payroll Control Record [Seite 97] is automatically updated with every step that is carried out during payroll.

1. You release one or several Payroll Areas [Seite 79] for payroll.
   The system increases the period number in the payroll control record of the respective payroll area by 1. You cannot change the master and time data for the personnel numbers belonging to this payroll area if it affects the payroll past or present. Changes affecting the future are still possible.

2. You run payroll.
   The system calls up a country-specific payroll program. It determines the current payroll period from the payroll control record and performs payroll using the values you entered in the payroll program.
   In general, you do not carry out these steps on-line but rather as a background job.

3. You check whether payroll has run correctly, or determine where errors have occurred.
   If the payroll has not run without errors, the system display error messages indicating where the errors have occurred. If desired, you can obtain a detailed payroll log.
   However, we recommend that you only create a payroll log if you simulate the payroll run.
   If necessary, you can set the status of the payroll to Check Payroll Results during this phase. This way you make sure that no changes are made to payroll-relevant data which could affect the payroll past or present. In addition, the payroll area in question is locked
for payroll. However, during this phase you can simulate the payroll for individual employees to understand exactly how the errors originated, by means of the payroll log.

If you want to carry out a spot check on the payroll results after a successful payroll run, there is a report available which reads the stored payroll results. The report allows each employee to see the contents of all internal tables containing payroll results. This allows you to check all partial results for a payroll run. In this way you can determine whether the system ran the payroll in accordance with your expectations, for example, for an employee for whom you made complex changes to the master data.

4. You correct master or time data for personnel numbers which contain errors, and which the payroll program could not process.

During the payroll run, the System flags the Payroll Correction field in the Payroll Status infotype (0003) for all rejected personnel numbers. When you correct master or time data for a personnel number, this field is also flagged. These personnel numbers are grouped together in a list under Matchcode [Extern] W (Payroll Correction Run). In a payroll correction run, that is a payroll run with matchcode W, payroll only takes place for the corrected personnel numbers.

5. You release payroll again.

The payroll period does not change.

6. You perform a payroll correction run.

If there are a lot of employees stored in Matchcode W (Payroll Correction Run), you carry out this step as a background job in the same way that you carried out the Start Payroll step. If you only have to run payroll again for a few employees, you can carry out this step on-line.

7. You simulate the posting to Accounting.

Under certain circumstances errors can occur, which mean you must change the payroll-relevant master and time data again. If, for example, a cost center was entered for some employees and it has been deleted in the interim, the system will note this as an error during the posting simulation. Then set the payroll status to Release for Correction once again, and correct the master data for the employees in question. This will cause these personnel numbers to be automatically stored in Matchcode W (Payroll Correction Run). Next, carry out another payroll correction run and simulate the posting to Accounting again.

8. You exit payroll. The personnel numbers for the payroll area can be processed again.

You can only exit payroll when the payroll has run successfully for all personnel numbers in the selected payroll area. This means that payroll is finished for all of the personnel numbers in the payroll area, including the rejected personnel numbers, and the payroll period is complete.

**Result**

You have run payroll for all the personnel numbers in a payroll area or in several payroll areas.

You can carry out the following steps in the payroll:

- [Create a Remuneration Statement](#)
The Payroll Process

- Wage and salary payments
  Wage and salary payments differ from country to country. You can find country-specific information under Payroll <Country> → Subsequent Activities → Wage and Salary Payments.

- Posting to Accounting [Seite 458]
Payroll Control Record

Definition

Payroll object that is important for the payroll run, and which contains all the information on a payroll area [Seite 79].

Use

The payroll control record [Extern] has the following functions:

- It locks the personnel numbers, for which payroll should be run, against master data changes that affect the payroll past or present.
- It locks the payroll for the period during which payroll-relevant changes are made to the master data for the personnel numbers being processed.
- It makes the following information available for the system:
  - What is the next payroll period for which regular payroll should be run?
  - Up to what date is retroactive accounting [Seite 87] carried out?
  - What status does the payroll currently have? (for example, Released for Payroll or Check Payroll Results)?

When you carry out a payroll run, the system automatically changes the payroll status in the payroll control record. You can also change the status manually under Payroll → Tools → Control Record.

Structure

The control record contains the following information:

- Payroll area
- Payroll status
- Payroll period
- Earliest possible retroactive accounting period [Seite 89]
- Last change made to the control record

⚠️

When you create the control record in your live system, please note the following: the payroll period that you enter at the start of the live payroll run must be 1 period lower than the period with which you want to perform the live payroll run for the first time.

You want to carry out the first payroll run in period 5 1999. In the payroll control record, you must enter 4 1999 as the period. If you set the payroll control record for the first payroll run to status Released for Payroll, the system increases the period by 1 and payroll is run for period 5 1999.
Locked Personnel Numbers

In the Payroll Status infotype (0003) [Seite 75] you can exclude an employee from the payroll run by flagging the Pers.no. locked field.

You can not set these lock indicators for the current period in the following situations:

- if payroll has already been completed for the current payroll period.
- if the employee has already been paid in the current payroll period.
Simulating Payroll

Use

You can simulate payroll for individual employees before performing the regular payroll run for all the employees in your enterprise. This is, for example, a good idea, if you have made complex changes to an employee's master data, which may lead to far-reaching changes in his or her payroll results. In this way, you recognize sources of errors in time to make corrections before the regular payroll run. You can even simulate payroll for individual employees at any time during the regular payroll process, in order to trace the cause of any errors.

⚠️

Is it not necessary to simulate payroll for all employees before every regular payroll run. You can also make corrections at any time during the process of the regular payroll run [Seite 94].

Scope of Function

A simulation run corresponds to a regular payroll run with the following restrictions:

- The results of a simulated payroll run are not saved on the data base. You can view and print the results in the payroll log.
- The system does not lock any master data.
- The current payroll period in the payroll control record is not changed.
- The steps Release payroll and Exit payroll do not apply.

Activities

1. From the SAP Easy Access screen, choose Payroll → Payroll <Country> → Payroll → Simulation in the SAP menu.

   You access the initial screen of the payroll program. The Test Run (No Update) indicator is set and cannot be changed.

2. Enter the necessary data and choose Execute.
Displaying the Payroll Log

Use

The payroll log gives you clear detailed information on the payroll run and its results. It is divided into different levels that you can display depending on the amount of detail required.

The General data level gives information on the processed data and shows the payroll schema used by the system. The Successful personnel numbers and Rejected personnel numbers include processing of the schema for each personnel number. This expands the Rejected personnel numbers level. However, you can also create and save your own view variants. You can find more information under creating and processing display variants for the payroll log [Seite 104].

If you run payroll in a background operation [Seite 140], you should not switch on the log display as the spool might "overflow". The system still prints data on the schema used, the personnel numbers rejected, and the statistics that appear as the last main level in the log.

Scope of Function

- In the display we differentiate between the log tree and the actual log that you find under Settings → Detailed view.
- The color legend under Utilities gives information on the levels that the log tree displays and the log is divided into.
- Navigation in the log tree.
  To display lower levels, click on the structure node belonging to the level that you wish to open. To display all levels behind a higher level, place your cursor on the relevant level and choose Expand.
- Navigation in the log tree.
  To display the actual log, call the detailed view of the log by double clicking on the Payroll log in the log tree or on the level of the log that you wish to display.
- You can search in the payroll log [Seite 103] for certain terms, for example, for a wage type name.
- For documentation on functions, personnel calculation rules and schemas select the relevant object and choose Information.
- Old log
  If you use customer functions with their own logs, you can display these logs by clicking on the Old log pushbutton.
Displaying the Payroll Log

You can **not** use this pushbutton to switch to the log display that was valid until Release 4.0.
Searching in the Payroll Log

Use

In the payroll log, you can search for errors or use the search to find out what happened during the process. You can, for example, trace the processing of a wage type in the payroll process.

You can either search in the log tree or in the detailed view of the log.

Prerequisites

You are in the Display log tree screen.

Procedure

Searching in the Log Tree

1. In the standard function bar, choose 📚.
2. Enter a search term.
3. Specify if you want to search in the complete log tree or only in the nodes of the log tree that are currently expanded.
   The system places the cursor on the first line containing the search term.

Searching in the Detailed View of the Log

1. Choose Settings → Search in log and make the entries required.
   - If you search according to wage type, select Also search tables.
   - If you want to display the path that you must choose in the log tree to get to the search term, select Detailed display of hit.
2. In the application function bar, choose 📚.
3. Enter a search term, restrict the search area, for example, to certain personnel numbers and choose 📚.
   A list of hits is displayed.
4. Choose one or more hits and choose 📚.
   The search terms are displayed in context.
   - You can expand the displayed levels individually. To expand all levels, choose 📚.
   - To display processing within a personnel calculation rule, place your cursor on the relevant line and choose 📚, or display the rule by double clicking on it.
Creating and Processing Display Variants for the Payroll Log

Use

You can create and save variants to display the log and the log tree in a certain way. In this way you can, for example, specify that certain levels of the log tree are already expanded. In the standard system, the display of rejected personnel numbers is always expanded.

Prerequisites

You are in either the Display log tree screen or the Detail view of log screen.

Procedure

2. In the Log Tree Settings dialog box, define a view variant on the tab pages and choose Enter.
   
   The log tree is displayed in accordance with your settings.
3. Depending on whether your display variants should only apply for the log tree, or if they should also apply for the detailed view of the log, you proceed in the following way:
   - If you only want to specify the log tree display in your variant, choose Settings → Save as variant.
   - If you also want to specify the detailed view display in your variants, proceed in the following way:
     a. Choose Settings → Detailed view.
     b. On the tab pages in the Detail View Settings dialog box, define a view variant and choose Enter.
     c. Choose Settings → Save as variant.

Result

You can display the log tree and the detailed view in the saved display variants. You have the following options:

- When simulating or executing payroll, you specify your display variant in the field Display variant for log in the selection screen of the payroll program.
- First of all, you create the log and then define your display variants in the Display log tree screen. Choose Settings → Get display variant.

To delete a variant, choose Settings → Delete display variant and double-click on the variant you want to delete.
Releasing Payroll

Procedure

1. From the SAP Easy Access screen, choose Payroll → Payroll <Country> → Payroll → Tools → Release Payroll in the SAP menu.

2. Specify the payroll area for which you want to release payroll and choose Continue .
   If you have already specified the payroll area using Settings → Set payroll area, the system releases payroll for this payroll area.

Result

You can run payroll [Seite 107] for this payroll area.

The system has increased the period number in the payroll control record for the payroll area by 1. The payroll control record is used to lock the personnel numbers in the payroll area for changes to the master and time data reflecting the past and present.
Releasing Several Payroll Areas

Use
If you want to execute a payroll run for more than one payroll area at the same time, you must release each payroll area individually. The easiest way to do so is to use the relevant payroll control record for the payroll result.

Procedure
1. From the SAP Easy Access screen, choose Payroll → Payroll <Country> → Tools → Control Record in the SAP menu. You access the initial screen of the payroll control record.
2. Enter the payroll area for which you want to release payroll and choose Change.
3. Set the payroll status to Released for payroll and save the payroll control record. Return to the initial screen of the payroll control record.
4. Repeat steps 2 to 4 until you have released all the necessary payroll areas.

Proceed in the same way to correct [Seite 110], check [Seite 112] or exit [Seite 116] payroll for several payroll areas.

Result
You can perform payroll for all the payroll areas that you have released for payroll.
Running Payroll

Prerequisites
You have released [Seite 105] the payroll area or areas for which you want to run payroll.

You usually perform this step as a background job. For more information, see payroll in a background operation [Seite 140].

Procedure
1. From the SAP Easy Access screen, choose Payroll → Payroll <Country> → Payroll → Start Payroll in the SAP menu.
   You access the selection screen of the payroll program.
2. Enter the data required.
   
   The current period indicator is set in the Payroll period group. Depending on the payroll area specified, the system reads the current period from the payroll control record.

   If you flag Display log, you get a detailed payroll log [Seite 101] after the payroll run. However, this is usually only a good idea if you simulate payroll for individual employees [Seite 100] and want to accurately trace the calculations made in the process. If you perform payroll as a background job, you should not create the log as vast quantities of data are created.

   The Test run (no update) indicator must not be flagged because otherwise the system will not save the payroll results.
3. Choose Program → Execute or Execute and print.

Result
The system performs payroll (usually in the background). If errors occur, you will get a list with the relevant error messages after payroll.

Use the error messages to check whether personnel numbers have been rejected or not selected.

In some situations, it is difficult to exactly trace the origin of an error using only the error message. If you can not tell how the error occurred from the error message, you can simulate payroll for the relevant employee a second time and create a payroll log. The log enables you to exactly trace all calculations and makes determining the error a lot easier.
Running Payroll

The R/3 System stores the employees rejected during a payroll run in Matchcode W. To check which employees are stored in Matchcode W, you can display the personnel numbers not included in the payroll run [Seite 109].

⚠️

If personnel numbers are rejected or not selected, you must not exit [Seite 116] the payroll program. You must correct [Seite 110] the master and time data for the relevant employee and finally perform a correction run [Seite 111].

If you make a qualified advance payment [Seite 134], you must not exit the payroll program. The system treats an advance payment in a similar way to a correction.
Displaying Personnel Numbers not Included in the Payroll Run

Use

The system saves all the personnel numbers for a payroll area, which could not be included in the payroll run for the current period due to incorrect data, in Matchcode W (Payroll Correction Run). You can use this procedure to check which employees are saved in Matchcode W.

You can also find Matchcode W (Payroll Correction Run) on the selection screen of the payroll program under Search help.

⚠️

Personnel numbers rejected for other reasons (for example, because payroll has already been performed for them in the selected period) are not stored in Matchcode W.

Procedure

1. From the SAP Easy Access screen, choose Payroll → Payroll <Country> → Tools → Control Record in the SAP menu.
2. Specify a payroll area and choose Display.

Result

The system shows all the personnel numbers for the payroll area that were rejected in the payroll run due to incorrect data.
Correcting Payroll-Relevant Master and Time Data

Prerequisites
You have run payroll [Seite 107], resulting in errors.

Procedure
1. From the SAP Easy Access screen, choose Payroll → Payroll <Country> → Payroll 
   → Corrections in the SAP menu.
   The system sets the payroll status for the payroll area to Released for correction. Master
   and time data processing for the personnel numbers in the payroll area has been
   released again.

   If you want to set the payroll run for several payroll areas to Released for correction,
   it is easier to use the payroll control record to do so. To do so, proceed as when
   releasing several payroll areas [Seite 106].

2. Choose Human resources → Personnel management → Administration → HR master data
   → Maintain.

3. Correct the relevant infotypes.

Result
The system has saved all employees for which you have changed payroll-relevant master or time
data in this correction phase of payroll in Matchcode W (Payroll correction run).
After you have completed the corrections, release payroll [Seite 105] a second time. The
personnel numbers in the payroll area are again locked for past and future changes to the master
and time data.
Finally, you perform a payroll correction run [Seite 111]. If errors occur a second time, repeat
these steps until payroll has been performed for all personnel numbers and Matchcode W is empty.

You can only end the payroll run when Matchcode W no longer contains any
personnel numbers.
Performing a Payroll Correction Run

Prerequisites

The system has stored personnel numbers not included in the payroll run [Seite 109] in Matchcode W (Payroll Correction Run). You have performed corrections [Seite 110] for the relevant employees and finally released [Seite 105] payroll a second time.

If only a few employees are saved in Matchcode W (Payroll Correction Run), perform this step on-line. If it was not possible to perform payroll for many employees or if you have made corrections for many employees, you can perform the correction run as a background job. For more information, see payroll in a background operation [Seite 140].

Procedure

1. From the SAP Easy Access screen, choose Payroll → Payroll <Country> → Payroll → Start Payroll in the SAP menu.

   You access the selection screen of the payroll program.

2. Specify a payroll area and choose Search help.

3. Select Matchcode W (Payroll Correction Run).

   The Restrict value area dialog box appears.

   To further restrict the value area, you can specify an individual personnel number or an interval of personnel numbers. Only the personnel numbers corresponding to these values are selected from the payroll correction run.

   If you do not want to further restrict the value range, all the personnel numbers from the payroll correction run are selected for payroll.

6. Choose Continue.

7. Choose Program → Execute or Execute and Print or Execute in Background.

Result

The system only performs payroll for the personnel numbers that were saved in Matchcode W (Payroll Correction Run).
Checking the Payroll Results

Use

After a successful payroll run, you can check the payroll results for your employees on a random basis. This can, for example, be recommended for employees for whom you have made a complex change to the master data.

In such cases, we recommend that you simulate the payroll run for the relevant employees before starting payroll for all the employees. In this way, you recognize possible sources of errors in time and can make corrections before the payroll run.

You can check the payroll results for an employee using the report Displaying the Payroll Results (H99_DISPLAY_PAYRESULT). You can use this report to display the contents of all tables in which the system has saved data for the employee’s payroll result.

Prerequisites

You have run payroll for one or several payroll areas.

Procedure

1. From the SAP Easy Access screen, choose Payroll → Payroll <Country> → Payroll → Check result in the SAP menu.

   The system locks the payroll program for the payroll area and prevents master and time data relevant to payroll from being processed. This prevents a new payroll run from being performed or master and time data relevant to payroll from being changed.

   if you want to check the payroll run for several payroll areas, it is easier to use the payroll control record. To do so, proceed as when releasing several payroll areas.

2. Choose Tools → Display results.

   You access the initial screen of the report Display Payroll Results.

3. Enter the necessary data and choose Enter.

   The system displays a list of the selected personnel numbers.

4. By clicking on a personnel number, access the list of accompanying payroll results.

5. By double-clicking on a payroll result, call the list of tables in which data for this payroll result is stored.

6. By double-clicking on a line, call the contents of the table that you wish to check.

Result

You have checked in detail whether payroll was performed correctly for one or more employees.
Simulating a Posting Run

Use

We recommend that you simulate a posting run both before and after completing payroll. In this way, you can recognize posting-relevant errors in the payroll results early on, and avoid errors when creating a live posting run.

You can repeat simulation of posting runs as often as you require, as this does not, unlike creating a live posting run, lead to the payroll results being selected.

You have two options for simulating a posting run:

- Creating a **test run** without posting documents (limited check). The system performs the following activities:
  - It selects the payroll results.
  - It determines the posting-relevant information and the wage types to be posted.
  - It determines the symbolic accounts and the employee grouping for account determination.

    In this way, the system creates individual items, which, unlike the posting documents for a simulation run, are not saved. The system finally checks if the balance of these individual items is equal to zero for each payroll result.

- Creating a **simulation run** with posting documents (complete posting). The system performs the following activities:
  - It creates a posting run and marks it as being a simulation run. For this reason, the system does not post the posting documents for this posting run.
  - The posting documents are put through the same checks as the posting documents from a live posting run.

Simulating A Posting Run before Finishing Payroll

Before completing payroll, you should create a simulation run to recognize posting-relevant errors in the payroll result early on. If you do not want to create a simulation run at this stage, you should at least create a test run.

Simulating A Posting Run after Finishing Payroll

After finishing payroll, you should create a simulation run in order to check the posting documents (this may have to be approved by Accounting). Remove any possible causes of errors and repeat creation of the simulation run, until technically correct posting documents with the right contents are created. You should only create a live posting run at this point in time.

Procedure

You proceed as described in creating a posting run [Seite 502]. When doing so, bear the following special feature in mind:

- If you want to create a test run, enter the value T in the field *Document creation type* (in the *Run attribute* group box).
If you want to create a simulation run, enter the value S in the field Document creation type (in the Run attribute group box).

If you want to have a complete log of a number of personnel numbers (selected for test purposes) that is easy to keep track of, set the Display log indicator in the Run attribute group box. We advise you against creating a complete log for a larger number of personnel numbers. Even if you do not set the Display log indicator, the system produces a log if there are errors for the personnel numbers affected.

**Result if Successful**

In the case of test runs, the system displays a detailed log if you have set the Display log indicator in the step Create posting run. If you have not set the Display log indicator, the system displays statistics for the evaluated personnel numbers.

In the case of simulation runs, the system creates a posting run and marks it as a simulation run. This prevents the accompanying posting documents being posted. The simulation run gets the status Documents created and is saved. The accompanying posting documents get the status created. An index is created for all processed payroll results. This ensures that the origin of a document item can be retraced, provided that the original payroll result has not been replaced as the result of a correction run. For more information, see Displaying Revision information [Seite 518]

**Result if Unsuccessful**

In the case of test runs, the system displays a log containing the relevant error messages.

In the case of simulation runs, various errors can occur:

- If an error occurs when selecting or processing the payroll results for individual employees, the system rejects the incorrect personnel numbers and does not include them in the document. The log contains a relevant error message.

- If an error occurs when creating the document, a relevant error message appears in the document display after the document has been created. The posting run gets the status Documents incorrect. The accompanying posting documents get the status incorrect.

- Certain situations in which an error occurs (for example, rejection of all personnel numbers) can lead to no documents being created. In this case, the log contains the comment No documents created. The posting run gets deleted status.

Delete the simulation runs you no longer require to avoid creating unnecessarily large amounts of data. For more information, see deleting the posting run [Seite 514]
Exiting Payroll

Prerequisites
You have made all corrections [Seite 110]. If you have made a qualified advance payment [Seite 134], you have run payroll for all the wage and salary elements.

Procedure
From the SAP Easy Access screen, choose Payroll → Payroll <Country> → Payroll → Exit Payroll in the SAP menu.

⚠️
When you exit payroll, payroll is finished for all the personnel numbers in the payroll area and the payroll period is complete.

💡
If you want to exit the payroll run for several payroll areas, it is easier to use the payroll control record. To do so, proceed as when releasing several payroll areas [Seite 106].

If you exit payroll using the payroll control record, you can simultaneously change the earliest possible retroactive accounting period for the accompanying payroll area. You use this date to specify until which date in the past it is possible to change master and time data for the employees in this payroll area and until which date the payroll program accounts retroactively for a retrospective change in master and time data.

As long as you have not performed the payroll run without errors, it is not a good idea to change the earliest possible retroactive accounting period. For this reason, you can only make entries in this field in the payroll control record after you have chosen End of payroll and before you save the payroll control record.

Result
You have finished payroll for the current payroll period. The personnel numbers for the payroll area can be processed again.
Displaying Payroll Results

Use
You can use report H99_DISPLAY_PAYRESULT to display the payroll results for any personnel numbers.

Integration
- You can access the display or maintenance of HR master data (Goto → HR Master Data → Display/Maintain)
- By selecting Tables → Loans → Display, you can also include loan wage types in the display. In this way report H99_DISPLAY_PAYRESULT replaces the report RPCLSTLO (Printout of Loan Results)

Scope of Function
- You can display the contents of all tables and field strings for any payroll cluster.
- You can temporarily save the selection of tables to be displayed, reducing the calling time.
- Archived payroll results are also displayed.

Selection
You can display the payroll results for several personnel numbers by choosing Multiple Selection. The system displays all the payroll results, for which the start of the for-period [Extern] or the end of the in-periods [Extern] come before the date specified.

Output
The personnel numbers entered so far are displayed on the left side of the screen. The formatted name from the Organizational Assignment infotype (0001) is displayed as a default. To display the sortable first and last names from the Personal Data infotype (0002), choose the First and Last Name pushbutton in the SAP list viewer (ALV) toolbar.

The symbol behind every name in the Results column shows if there are results available in the selected period.

- Results exist
- No results exist
- You have no authorization to display personnel numbers

Information on the personnel numbers and country-specific information is displayed in the SAP list viewer (ALV).

- Overview of all the payroll results for a personnel number (cluster CU)
- Overview of payroll results tables
- Preselection of payroll tables
Displaying Payroll Results

- Inconsistencies that occur when reading the infotypes and the CU cluster for a personnel number

The contents of the payroll tables are printed in the form of the payroll log in a list.

Activities

You can perform the following activities using the report H99_DISPLAY_PAYRESULT:

- Displaying the personnel numbers in the SAP list viewer (ALV) Grid Control
  - By selecting Personnel number → Name → Formatted last name/first and last name, you can switch between the various ways of displaying the names
  - By choosing , you can delete the current personnel number from the selection of the displayed personnel numbers.
  - By choosing , you can delete all personnel numbers from the selection of the displayed personnel numbers. Choose All.
  - If the selection of current personnel numbers has gone missing (for example, because of a column selection), you can repeat this selection by choosing .

- Overview of all the payroll results for a personnel number [Seite 119] (Cluster CU)
  - You can save your own personal standard layout that is used at the start of every program for this overview. There is also a default layout for the relevant country-specific fields for every country. If you have not saved a standard layout, the system selects the default layout based on the personnel number and the country.
  - You can use the following functions for both the overview of the payroll results and the overview of payroll tables:
    - By choosing , you can save a line selection until you leave the program.
    - By choosing , you can delete the saved line selection.
    - You can redisplay a saved line selection by choosing .

- Overview of the payroll results tables [Seite 120]
Displaying the Payroll Results for a Personnel Number

Prerequisites
You are in the Display Payroll Results screen.

Procedure
1. In the Personnel number field in the Selection group, enter the personnel number or personnel numbers, for which you want to display the payroll results.
2. By making an entry in the All results from field, you can also specify the Valid from date for the displayed payroll results.
3. Choose .

Result
The selected personnel numbers are displayed on the left of the screen. If you want to display an overview of all the personnel numbers for one of the selected personnel numbers, select the personnel number. The payroll results are displayed on the right of the screen.

You can directly display or process the HR master data for the selected personnel numbers using the path Goto → HR master data → Display or Goto → HR master data → Maintain.

For the displayed payroll results, you can now display the relevant tables [Seite 120].
Displaying the Overview of Tables for a Payroll Result

Prerequisites
You are in the Display Payroll Results screen and have displayed the payroll results for a personnel number.

If you have already saved a certain selection of tables for a payroll result, this selection is automatically displayed when you select a payroll result by double-clicking on it. The system then no longer displays the overview of tables for a payroll result.

Procedure
1. Select a payroll result and choose  
2. The system displays an overview of all the tables that are relevant for this payroll result and the number of entries in the table.

Only the tables that are relevant for the respective country for the employee are included in the overview of a payroll result.

You can also display tables that do not contain any entries for the selected payroll results. If you also want to display these tables, choose Tables → Empty tables → Display.

Result
The system displays an overview of the tables for a payroll result. You can now display the contents of the displayed tables.
Displaying the Tables for a Payroll Result

Prerequisites
You are in the screen Display Payroll Results and have displayed the overview of tables for a certain payroll result for a personnel number.

Procedure
Select one of the displayed tables and choose 📧. You can also select several tables.
You access the screen Tables/field strings of payroll result and see the contents of the selected table for the relevant payroll result.

Result
You can print this table by choosing List → Print.
You can search for certain character chains in the table by choosing Edit → Find.
Error Search for Several Personnel Numbers: Example

**Use**

You suspect that there are inconsistencies in the payroll results for the personnel numbers 232323 and 454545.

**Procedure**

1. Display the tables in which you suspect there are errors for the personnel number 232323. You notice values that you also want to check for the personnel number 454545 in the tables "Work Place Basic Pay (WPBP)" and "Payment Information (BT)."

2. Select both tables and choose 📊.

3. Enter the personnel number 454545 and double-click on the payroll result for which you want to display tables WPBP and BT.

**Result**

The tables required are displayed without you having to select them again.
Deleting the Last Payroll Result

Use

If you have performed payroll for an employee who should not have been included in the payroll run or for whom payroll should have been run differently (for example, if the system has performed a payroll run too far in the past), you can delete these payroll results. You can only delete the last payroll result.

⚠️ To correct errors that occur during payroll, you must **not** delete the payroll results for the respective employee. Instead, proceed as described in correcting payroll-relevant master and time data [Seite 110].

Prerequisites

You can only delete a payroll result in the following cases:

- The employee’s master data are no longer processed.
- Payment was not yet arranged for the employee.
- If you are working in a live system, the payroll control record for the payroll area to which the employee belongs should not yet have the status *End of payroll*.

Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll <Country>* → *Payroll → Tools → Problem Solving → Delete Payroll Result* in the SAP menu.
2. Enter the personnel number and choose *Execute*.
   
   A list of all payroll results generated during the last payroll run is displayed. If payroll has only been run for the current period, the list contains only one entry. If the system has performed a retroactive accounting run [Seite 87], the list contains several entries.
3. Choose *Delete* and confirm the system’s query.

Result

The system performs the following activities:

- The current payroll result is deleted. The previous payroll result becomes the current payroll result.
  
  If retroactive accounting runs were linked to the deleted payroll results, all the payroll results that were affected by this retroactive accounting run will be reset to the original status. That means that these payroll results get the status indicator A instead of the status indicator P that they acquired through retroactive accounting.
- The *Payroll Status* infotype (0003) is updated accordingly.
- The deletion of the payroll result is saved in a log, the application log. You can use the application log to display the deleted payroll results [Seite 125].
Deleting the Last Payroll Result
Displaying Deleted Payroll Results

You can check whether payroll results have been deleted, which payroll results have been deleted, and who deleted them.

Procedure

1. Choose transaction SLG1.
   
   The Evaluate application log screen appears.

2. In the Object field, enter HRPU.

3. In the Time Restriction group box, enter dates and times to determine the period you want to check.

4. Choose Program → Execute.

   A list of payroll results deleted during the specified period is displayed. The list displays the deletion date and the administrator who has deleted the payroll result.

5. Select an entry from the list.

6. Choose Goto → Display messages.

   Further details are displayed for the selected entry.
Advance Payments

Use

The SAP System differentiates between qualified and unqualified advance payments.

Qualified Advance Payments

With qualified advance payments, payroll takes place for some of the payroll elements in the first payroll run, and is transferred if necessary. The payroll run is not ended. Instead, it receives the Payroll Correction status. During the correction phase, you enter more payroll elements. In the subsequent payroll runs you carry out payroll for these remaining payroll elements and transfer them to your employees. The payroll program only finishes when accounting has been performed for all payroll elements.

Unqualified Advance Payments

Employees may receive an advance salary payment prior to the payroll run. In this case, only the employee's master data is imported for the transfer. No payroll run is performed. Wage types entered in the following infotypes are taken into account:

- External Bank Transfers infotype (0011)
- Recurring Payments and Deductions infotype (0014)
- Additional Payments infotype (0015)

The transfer is effected gross for net, since there is no payroll run to calculate deductions such as taxes and social insurance contributions. Net accounting for the advance payment takes place during the payroll run, which is performed later. This type of advance payment is known as an advance payment on the basis of master data. The payroll run takes place at the end of the payroll period.

An unqualified advance payment is independent of the payroll period and is therefore considered a period-independent activity.
Qualified Advance Payments

Use

Make a qualified advance payment to carry out payroll and to transfer some of an employee's payments during the current payroll period. Payroll and transfers occur several times within a payroll period.

An employee should receive the basic payments during the current period. Bonuses for overtime or holiday payment should be calculated and paid later.

Integration

To transfer the amounts in connection with the payroll run, you start the preliminary program Data Medium Exchange (RPCDTAx0) by choosing the menu path Payroll → Bank Transfer.
Integration

First Transfer Run:
The Indicate Transfers indicator must be set. The Transfer wage type (1559) is then marked as transferred with the date and time.

Second Transfer Run:
You restart the preliminary program Data Medium Exchange. The System recognizes the amount from the Transfer wage type (1559) which has a time stamp as being already transferred and only transfers the amount from the Payment of the Balance wage type (1558).
Making a Qualified Advance Payment

**Procedure**

1. Release the payroll run (see *Releasing the Payroll Run [Seite 105]*).
2. Run payroll (see *Run Payroll [Seite 107]*).
3. Make the advance payment (see the respective country-specific section *Wage and Salary Payments* under *Payroll <Country> → Subsequent Activities*).
4. Release the payroll for correction (see *Correcting Payroll-Related Master Data and Time Data [Seite 110]*).
5. Enter the data for which you want to perform a payroll run separately.

⚠️

When an advance payment is created, a flag is set for transferred wage types. You cannot change the payee data and transfer amounts for these wage types, which are flagged as already transferred, during the correction phase. The employee would otherwise be rejected in the payroll run after the correction phase.

6. Repeat steps 1 to 5 until you have entered all data for which split payroll must be performed.
7. Exit the payroll run (see *Exiting the Payroll Run [Seite 116]*).

**Result**

You have effected a qualified advance payment and have transferred and run payroll separately for several of an employee’s payments.
Unqualified Advance Payments

Use

To give an employee an advance payment from the master data you carry out an unqualified advance payment. You can make advance payments without performing a payroll run. You simply start a transfer run, which reads the wage types from the following infotypes.

- *External Bank Transfers* infotype (0011)
- *Recurring Payments and Deductions* infotype (0014)
- *Additional Payments* infotype (0015)

During the transfer run a file is created, which contains the amounts assigned to these wage types. The file then creates transfer forms as transfer mediums for the bank or data mediums for data medium exchange. An unqualified advance payment is also known as an **advance payment based on master data**.

The transfer advance payment is an estimation of net pay, without deductions. At a later point, usually at the end of the payroll period, a normal payroll run takes place to calculate the net amounts for the advance payment. The wage types, which were transferred as part of the advance payment, must be included in the ordinary payroll run, but should be considered as already paid. To ensure this, the wage types permitted for above-mentioned wage types must be coded accordingly.

For more information on **wage type coding** [Extern], see The Implementation Guide.
Creating a File for an Unqualified Advance Payment

1. In the payroll menu choose Period-Independent → Reporting → Advance Payment.

2. Enter the appropriate values in the fields and set the required indicators.

3. Flag the Test parameter.

   ![Lightning bolt] This Set flag for transfers parameter prevents the wage type amount from being overwritten and transferred more than once when the payment run is repeated. The system calculates the amount of the difference for the respective wage type in the new payment run instead.

4. Choose Program → Execute or Execute + Print or In Background.

5. Use the log to check that transfer data is complete and correct. If necessary, correct the data.

6. Deselect the Test parameter and run the report again (see step 8).

   ![Lightning bolt] A process log is displayed after the report has run. The program run date and an identification feature appear below the process log header. Please make a note of both data. The Run Date and Identification Feature parameters are queried in the Create Transfer Medium step.

7. Lastly create your Payment medium [Extern]

You have effected an unqualified advance payment.
Advance Payments

Use

The SAP System differentiates between qualified and unqualified advance payments.

Qualified Advance Payments

With qualified advance payments, payroll takes place for some of the payroll elements in the first payroll run, and is transferred if necessary. The payroll run is not ended. Instead, it receives the Payroll Correction status. During the correction phase, you enter more payroll elements. In the subsequent payroll runs you carry out payroll for these remaining payroll elements and transfer them to your employees. The payroll program only finishes when accounting has been performed for all payroll elements.

Unqualified Advance Payments

Employees may receive an advance salary payment prior to the payroll run. In this case, only the employee’s master data is imported for the transfer. No payroll run is performed. Wage types entered in the following infotypes are taken into account:

- External Bank Transfers infotype (0011)
- Recurring Payments and Deductions infotype (0014)
- Additional Payments infotype (0015)

The transfer is effected gross for net, since there is no payroll run to calculate deductions such as taxes and social insurance contributions. Net accounting for the advance payment takes place during the payroll run, which is performed later. This type of advance payment is known as an advance payment on the basis of master data. The payroll run takes place at the end of the payroll period.

An unqualified advance payment is independent of the payroll period and is therefore considered a period-independent activity.
Qualified Advance Payments

Use

Make a qualified advance payment to carry out payroll and to transfer some of an employee's payments during the current payroll period. Payroll and transfers occur several times within a payroll period.

An employee should receive the basic payments during the current period. Bonuses for overtime or holiday payment should be calculated and paid later.

The following procedure takes place if you carry out payroll for an employee's basic payments in the first payroll run and for their bonuses in the second run:

First Payroll Run

- The Transfers wage type (1559) is found in the Bank Transactions (BT) table of the payroll cluster along with amount to be transferred from the basic payments.

Second Payroll Run

- In the payroll run the System compares the amount to be transferred from all the payments with the Transfers wage type (1559), which was formed in the first payroll run. The System determines the difference between both the transfer amounts and from this it forms the Payment of the Balance wage type (1558).

Integration

To transfer the amounts in connection with the payroll run, you start the preliminary program Data Medium Exchange (RPCDTAx0) by choosing the menu path Payroll \(ightarrow\) Bank Transfer.
First Transfer Run:
The *Indicate Transfers* indicator must be set. The Transfer wage type (1559) is then marked as transferred with the date and time.

Second Transfer Run:
You restart the preliminary program Data Medium Exchange. The System recognizes the amount from the *Transfer* wage type (1559) which has a time stamp as being already transferred and only transfers the amount from the *Payment of the Balance* wage type (1558).
Making a Qualified Advance Payment

Procedure

6. Release the payroll run (see Releasing the Payroll Run [Seite 105]).
7. Run payroll (see Run Payroll [Seite 107])
8. Make the advance payment (see the respective country-specific section Wage and Salary Payments under Payroll <Country> → Subsequent Activities).
9. Release the payroll for correction (see Correcting Payroll-Related Master Data and Time Data [Seite 110])
10. Enter the data for which you want to perform a payroll run separately.

⚠️

When an advance payment is created, a flag is set for transferred wage types. You cannot change the payee data and transfer amounts for these wage types, which are flagged as already transferred, during the correction phase. The employee would otherwise be rejected in the payroll run after the correction phase.

8. Repeat steps 1 to 5 until you have entered all data for which split payroll must be performed.
9. Exit the payroll run (see Exiting the Payroll Run [Seite 116])

Result

You have effected a qualified advance payment and have transferred and run payroll separately for several of an employee’s payments.
Unqualified Advance Payments

Use

To give an employee an advance payment from the master data you carry out an unqualified advance payment. You can make advance payments without performing a payroll run. You simply start a transfer run, which reads the wage types from the following infotypes.

- *External Bank Transfers* infotype (0011)
- *Recurring Payments and Deductions* infotype (0014)
- *Additional Payments* infotype (0015)

During the transfer run a file is created, which contains the amounts assigned to these wage types. The file then creates transfer forms as transfer mediums for the bank or data mediums for data medium exchange. An unqualified advance payment is also known as an **advance payment based on master data**.

The transfer advance payment is an estimation of net pay, without deductions. At a later point, usually at the end of the payroll period, a normal payroll run takes place to calculate the net amounts for the advance payment. The wage types, which were transferred as part of the advance payment, must be included in the ordinary payroll run, but should be considered as already paid. To ensure this, the wage types permitted for above-mentioned wage types must be coded accordingly.

For more information on **wage type coding** [Extern], see The Implementation Guide.
Use
Creating a File for an Unqualified Advance Payment

8. In the payroll menu choose Period-Independent → Reporting → Advance Payment.

9. Enter the appropriate values in the fields and set the required indicators.

10. Flag the Test parameter.

This Set flag for transfers parameter prevents the wage type amount from being overwritten and transferred more than once when the payment run is repeated. The system calculates the amount of the difference for the respective wage type in the new payment run instead.

11. Choose Program → Execute or Execute + Print or In Background.

12. Use the log to check that transfer data is complete and correct. If necessary, correct the data.

13. Deselect the Test parameter and run the report again (see step 8).

A process log is displayed after the report has run. The program run date and an identification feature appear below the process log header. Please make a note of both data. The Run Date and Identification Feature parameters are queried in the Create Transfer Medium step.

14. Lastly create your Payment medium [Extern]

You have effected an unqualified advance payment.
Payroll in a Background Operation

Use

This function enables you to automate either the whole or parts of the payroll process. For example, you can let the system execute the payroll program overnight so that you can check the results the next morning.

Scope of Function

You have the following options for running payroll in a background operation:

- As a standard, you can schedule background jobs in the SAP System using the function `System → Services → Jobs → Define Job`. In this way you can let the payroll program you want to use to run payroll run in the background. You can find more information in the Background Processing [Extern] section under Scheduling Background Jobs [Extern].

- You can use report RPCSC000 (Scheduler for Parallel Accounting) to split the personnel numbers into small sets and run payroll in parallel in the background. In this way you reduce the payroll runtime.

- Using the Payroll Calendar you can create and schedule payroll jobs.

- You can use a Process Model to define the sequence of all programs that you need for payroll and its subsequent activities. When you start a Process that is based on such a process model, the system automatically executes the program in the sequence you defined.
Parallel Payroll for Personnel Numbers

Use
If you have to run payroll for a large number of personnel numbers in a payroll period, you can use report RPCSC000 to split the personnel numbers into several background jobs. The system then processes the background jobs simultaneously, using different application servers.

Integration
Report RPCSC000 is used exclusively in Payroll.
Report RPCS0000 [Seite 443] can also be used if you want to run parallel evaluations for payroll.

Prerequisites
You must note the following prerequisites:

- The payroll program is called up using a symbolic name. You must define these symbolic names and the program names in view T596F.
- You must define a suitable program variant in the programs assigned to the symbolic names.

Scope of Function
You specify the number of personnel numbers to be included in the background payroll run, or how many background jobs should be created. Report RPCSC000 selects the personnel numbers to be included in the payroll run from the database, and groups them together in background jobs. You can release each background job for payroll separately, or you can release them together.

You can enter a short title for each payroll run. Each background job contains this short title and a sequential number. The short title can be helpful if you want to display the background jobs in the general job overview.

The program displays a log after the payroll run has been completed.
Parallel Payroll for Personnel Numbers

Prerequisites

You have defined the symbolic names to be used to call the payroll program and the program names in table T596F. You must use the following naming conventions: the symbolic name starts with CALC and contains the country modifier (for example, CALC02).

The system takes the first entry with the symbolic name into account and does not use the date in the table.

You have defined a program variant in the payroll program that is assigned to the symbolic name.

You are in the ABAP Execute Program screen.

Procedure

1. Enter Program RPCSC0000.
2. Choose Execute.
3. Enter the program and a variant.
   The system uses the payroll schema for the variant you have selected for the payroll run.
4. Enter the number of personnel numbers to be included in the parallel payroll run, or enter the number of jobs for which the payroll run should be split.
5. Choose one of the following steps:
   - Program ➔ Execute
   - Program ➔ Execute + Print
   - Program ➔ Execute in Background

Result

The system performs payroll and prints a log. This contains the following information:

- Date and time of the individual program steps
- Error messages
- Warnings
- Overview of generated background processes
  You can clearly identify the jobs using the job numbers and the job names.
Payroll Calendar

Use
You can use the payroll calendar to create payroll jobs and follow how they are executed. The payroll jobs are grouped into tasks according to payroll areas.

Prerequisites
In Customizing for Payroll under Payroll Calendar the following settings must be made:

- Define Schedule for Payroll Calendar [Extern]
- Specify Version for Payroll Driver [Extern]

Scope of Function
The payroll calendar provides you with the following functions:

- **Job Scheduling:**
  
  To create payroll jobs call the *Scheduling of Payroll Jobs* report (RPCPRC10) using this function.

  ![Note]

  The documentation for the *Scheduling of Payroll Jobs* report describes how you create a payroll job.

- **Calendar:**
  
  For example, in the calendar you can:

  - [Change and Display Payroll Jobs and Tasks][Seite 144] that have been scheduled
  - display payroll jobs and tasks that have already been processed
  - schedule tasks, that you have already created using the job scheduling function, to occur at a later date
Changing and Displaying Payroll Jobs and Tasks

1. From the SAP Easy Access screen, choose Human Resources → Payroll → <Country> → Tools → Payroll Calendar in the SAP menu.

   You access the initial screen of the payroll calendar.

2. Enter a Schedule and choose Calendar.

   You access the Payroll Calendar <Schedule> screen. The calendar is displayed in two parts:
   - The upper section contains a calendar for three months, beginning with the month of the selected start date. Weekends, public holidays and the days for which payroll jobs are scheduled have a different background color.
   - The tasks for all dates are displayed in the lower part of the screen. These tasks contain the scheduled payroll jobs for a payroll area.

   The following functions, amongst others, are available on the Payroll Calendar <Schedule> screen.

<table>
<thead>
<tr>
<th>Function</th>
<th>Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display payroll jobs that have already been carried out.</td>
<td>Settings → Hist.data on</td>
</tr>
<tr>
<td>Hide payroll jobs that have already been carried out</td>
<td>Settings → Hist.data off</td>
</tr>
<tr>
<td>Display payroll jobs for a task</td>
<td>Double-click on the task</td>
</tr>
<tr>
<td>Display payroll jobs that are scheduled for a certain day, week or month</td>
<td>Double-click on the day, the week number or the name of the month</td>
</tr>
<tr>
<td>Schedule tasks, that you have already created using the job scheduling function, to occur at a later date</td>
<td>Edit → Schedule task</td>
</tr>
</tbody>
</table>

3. To obtain further information on a payroll job and to change it if necessary, call the job overview by double-clicking on the payroll job. The following functions, amongst others, are available here:

<table>
<thead>
<tr>
<th>Function</th>
<th>Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display job definition</td>
<td>Job → Display</td>
</tr>
<tr>
<td>Display job steps</td>
<td>Job → Steps</td>
</tr>
</tbody>
</table>

4. Go back to the Payroll Calendar <Schedule> screen and choose Refresh.
### Changing and Displaying Payroll Jobs and Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel job scheduling</td>
<td>Job → Schedule job → Cancel</td>
</tr>
<tr>
<td>Delete payroll job</td>
<td>Job → Delete</td>
</tr>
<tr>
<td>Display spool list with the payroll log</td>
<td>Job → Spool list</td>
</tr>
<tr>
<td>Display job log</td>
<td>Goto → Job log</td>
</tr>
</tbody>
</table>
HR Process Workbench

Purpose

The HR Process Workbench enables you to automate payroll and the subsequent activities and to run them in the background. To do this, you create a process model containing the sequence of all programs to be started by the system. You can restart processes using this process model. When you start a process, the system runs all process steps, in other words, all programs included in the process model. These programs are run in a defined sequence.

Integration

You can use process models to

- Automate the complete regular payroll process [Seite 94] and subsequent activities, for example, the creation of remuneration statements [Seite 437] or posting to Accounting [Seite 458].
- Run off-cycle payroll [Seite 178]

Features

- You can reduce the process runtime by running programs in parallel.
- Processing of the programs can be easily monitored.
- You can check each personnel number during the complete process run.
- You can repeat single process steps, for example, if errors have occurred and you then correct the error.
- At any time, you can check which data is transferred from one process step to the next.
- You can specify that a message is sent in specific conditions.
Process Model

Definition
A process model defines a sequence of programs that automatically follow one another. The process run can be interrupted with breakpoints.

Use
Process models are used as templates for the execution of processes [Seite 151]. Several processes can be based on the same process model.

Structure
In the attributes, you use the personnel number selection program [Seite 154] to specify which personnel numbers are used in the process model.

You define the behavior of the program in the process model by specifying a program category that defines this program. The specifications for the program categories are documented in the system under Edit → Program category. You can assign any number of programs to a program category.
Technical Processing of a Process Model

Purpose
Process models are used as the basis for running processes [Seite 151].

Prerequisites
A workflow user must be set up in Customizing for Basis Components under Business Management → SAP Business Workflow → Maintain Standard Settings for SAP Business Workflow [Extern]. This enables the program to be executed correctly.

For more information on SAP Business Workflow, see BC – SAP Business Workflow – Navigation [Extern].

Process flow
1. The process starts with a selection program which determines the personnel numbers for processing. The selection program can either be started in the background or directly from the HR Process Workbench. It triggers a workflow event [Extern], starts the process, and transfers the process control to a function module, otherwise known as the Process Manager.

2. The Process Manager determines the next step, and starts the accompanying program in the background.

3. At the end of the program, control is given back to the Process Manager. The system checks the status of the process step and checks whether other steps follow. A container [Extern] transfers the information from one process step to the subsequent step. The content of the container is always saved so that the information on the individual steps is never lost.

4. The next program is started with the information from the container and from the results tables for the preceding program.

Result
An overview of the status for the individual process steps is displayed in the HR Process Workbench. A message can be sent to a particular person, depending on the definition of the individual process steps.
Process Model: Example

Personnel number selection
The selection program H99_SELECT_PERNR transfers the personnel numbers to be processed to the process model.

Programs
The program RPCALCX0 with selection variant SAP&PM99 belongs to the PY-Payroll program category.

Form printing and payment are processed together, therefore, the total runtime is reduced.

Sets of personnel numbers
The payroll program simultaneously processes sets of 500 personnel numbers and the transfer program processes sets of 1000 personnel numbers. This means that the runtimes of the programs are reduced.

Programs that process sets of personnel numbers can follow programs that do not split selected personnel numbers, and vice versa.

Breakpoint
The unconditional breakpoint interrupts the process each time it is run and before any documents are created.
Programs that select personnel numbers can only follow programs that also work on the personnel number level. For example, the payment program cannot transfer personnel numbers to the check printing program as a selection criterion. Only a program that does not select personnel numbers can follow the check printing program. The system documentation for the program categories specifies which categories select personnel numbers.
Process

Definition
Execution of programs defined in a process model in a specified sequence.

Use
Each process is created in the HR Process Workbench using a process model and is assigned a unique number. The process comprises all steps defined in the process model. Closed processes are locked for changes, however they can still be displayed. This ensures that the complete process history is available.

If a process model is used periodically, you create a new process each time. The process ID uniquely identifies each process.

You use the same process model each month to create the bank transfer for an employee and print the forms. Each month you use the process model to create a new process. In December, you may need to use a different process model since additional evaluation reports are required at the end of the year.

Structure

You can check the processing steps using the Status Display function.

Process step
Process

In a process step, a program is executed in the process model. The process step includes:
The program category, whose specifications have been defined in the process model [Seite 146].
The assigned program with a variant

You can repeat a process step as often as required. The subsequent program that processes the results of the process steps is then also repeated. You start and repeat [Seite 166] processes and process steps in the same way.

Run

A run is equivalent to starting or repeating a process step. The runs in a process step are displayed and numbered sequentially. If a process is repeated, all process steps will also be repeated.

Set

If personnel numbers are processed at the same time in a process step, the system groups together the personnel numbers into a set. The number of sets is determined each time the process step is repeated. The sets are assigned a sequential number, starting from 1 each time.

If the personnel numbers cannot be processed at the same time, they automatically form one set.
Breakpoint

Definition
Specifies whether a process must be interrupted. There are conditional and unconditional breakpoints.

Structure
A breakpoint is defined by a function module. SAP provides the function module
HRPY_PROCESS_STOP_CONDITIONAL (conditional breakpoint) and
HRPY_PROCESS_STOP_ABSOLUTE (unconditional breakpoint).

You can define your own conditions for a breakpoint in a function module. The function module interface has the following structure:

- Import parameter
  - IMP_PROCESSID LIKE T52SPS-PROCESSID (process object key)
  - IMP_STEPID LIKE T52SPS-STEPID (process step object ID)
  - IMP_RATE LIKE T52SMS-PERCENTAGE (percentage rate)

- Exception
  - STOP_PROCESS (If this exception occurs, the process is interrupted.)
Personnel Number Selection

Use

The process model must start with a program that selects the personnel numbers for the complete process run. Each process model starts with a specific selection program. You specify the selection program when you create the process model.

Integration

Personnel numbers that have not been selected using the selection program defined in the process model can still be included in a process containing payroll. For example, you can include new employees in a process. If the process is repeated, they are read from matchcode W [Seite 109].

SAP provides an international selection program H99_SELECT_PERNR.

If you use your own selection program, base it on the following structure. The given source text must remain.

```plaintext
REPORT MY_SELECTION_PROGRAM.
INCLUDE RPUPMDP1.
RANGE: PROCESS_EMPLOYEES FOR PERNR-PERNR.
DATA: This_report like sy-repid
... 
START-OF-SELECTION.
This_report = sy-repid
CALL FUNCTION 'HRPY_PROCESS_INIT_SELECTION'
   EXPORTING
       IMP_PROGRAM = This_report
   CHANGING
       CHAN_PROCESSID = STPROCID
       CHAN_STEPID = STSTEPID
       CHAN_CONNECT = CONNECT
       CHAN.CONT = CONT
... Specific processing: In the PROCESS_EMPLOYEES table, enter the personnel numbers to be processed.
END-OF-SELECTION.
CALL FUNCTION 'HRPY_PROCESS_CLOSE_SELECTION'
```
EXPORTING

  IMP_PROCESSID   = STPROCID
  IMP_STEPID      = STSTEPID
  IMP_CONNECT     = CONNECT
  IMP_CONT        = CONT

TABLES

  IMP_PERNR_INDEX = PROCESS_EMPLOYEES

LEAVE PROGRAM.
Mail Connection

Use

During a process, the individual steps can have different statuses. When you create a process model, you can define the situations in which you are notified about the status of a process step.

You can send a message by mail or by pager. For more information on communicating by pager, see Sending Messages By Pager [Extern].

Features

You can send a message in the following situations:

- Some personnel numbers contain errors
- Some personnel numbers have no data
- Processing of a set of personnel numbers was canceled
- A step was completed
- The system stopped at a breakpoint
- The system did not stop at a breakpoint

There are standard texts for these mails. The texts are assigned when the process model is created. Each mail has an attachment. If you double-click this attachment, you access the HR Process Workbench at the place where the process was canceled.

Activities

When you create a process model, you specify who should receive the message and which standard text should be used for the mails.

To change the standard texts, from the SAP Easy Access screen, choose the SAP menu Tools → Form Printout → SAPscript → Standard Text. For more information, see the Implementation Guide (IMG) for Payroll under Create Process Model [Extern].
Copyng or Creating a Process Model

We recommend that you copy the standard process models and then edit the copies.

Procedure

Copying a Process Model
1. From the SAP Easy Access screen, choose the SAP menu Human Resources → Payroll <country> → Tools → Customizing Tools → Maintain Process Model.
   You access the Maintenance of Process Models screen.
2. In the Process model field, enter a process model.
   - To display the process model before you copy it, choose Model → Display.
   - To display information on the process model, choose Goto → Documentation for model.
3. Choose Model → Copy.
4. In the Target model field, enter the name of your process model and choose Copy.
   You can use names that begin with the digits 0 to 9 or with Z.

Creating a Process Model
1. From the SAP Easy Access screen, choose the SAP menu Human Resources → Payroll <country> → Tools → Customizing Tools → Maintain Process Model.
   You access the Maintenance of Process Models screen.
2. Enter a name and choose Model → Create. You can use names that begin with the digits 0 to 9 or with Z.
3. Maintain the attributes for your process model and choose Save.
   In the attributes, you can define a name and selection program for your process model.
   The selection program transfers the personnel numbers to be processed to the process model.
4. Choose Continue.

Result
You have created a process model and can edit it [Seite 159] if required.

⚠️
To be able to use a process model to execute processes in a live system, you must first activate it.

To store information on your new process model, choose Goto → Documentation on model.
- If you have copied a process model, the system has also copied the accompanying documentation. You can change this documentation if required.
If you have created a new process model, you can create new documentation for your model.
Editing a Process Model

Prerequisites
You have created or copied a process model [Seite 157] and are in the Maintenance of Process Models screen.

Procedure
1. Enter the name of the process model that you want to edit and choose Model → Change.
   You access the Maintain Process Model <name> screen. The following areas are displayed:
   - Display area
     The process model you have called is displayed and can be changed.
   - Navigation area
     You can define which section of the process model is shown in the display area.
   - Insertable objects
     The Program and Breakpoint templates are displayed.
2. Insert the Program and Breakpoint objects as process steps in the process model. For more information, see Inserting a Process Step [Seite 160].
Inserting a Process Step

Prerequisites
You are editing a process model [Seite 159] and are in the Maintain Process Model <name> screen. The templates for programs and breakpoints are available in the Insertable objects area.

Procedure
1. In the Insertable objects area, select the object that you want to insert.
2. Click in the display area.
   You access the Change Step <number> dialog box.
3. Create the attributes for the program [Seite 161] or the breakpoint [Seite 162].
   The inserted object appears separately in the display area.
4. To include the object in the process model, choose Include.
5. Use the cursor to draw a line from the parent object to the child object.

Result
The object is inserted in the process model as a new process step.
Defining the Attributes of a Process Step

Prerequisites
You are inserting a process step in a process model [Seite 160] and are in the Maintain Process Model <name> screen.

Procedure
1. Enter the program category that you want to use.
   - If you want to create a new category, enter the name of the category and define the following characteristics:
     - Unconditional breakpoint before program start
     - Whether the status can be reset
     - Personnel number selection
     - Parallel processing
     - Parent category
     - Child category

   For an overview of the existing program categories and their characteristics, see Maintenance of Process Models under Edit → Program categories. You can also enter a new program category here.

2. Enter the program that you want to use.
3. Enter the program variant that you want to use with this model. You can also enter the name of a new variant and create the variant directly.
4. If the program processes personnel numbers at the same time, enter the size of the personnel number set.
5. If applicable, specify whether somebody should be informed of the status of the process step.

Result
The process step is displayed under the program, variant and set size information.
Defining the Attributes of a Breakpoint

Prerequisites
You are inserting a process step in a process model [Seite 160] and are in the Maintenance of Process Model <name> screen.

Procedure
1. Enter the condition under which the breakpoint will interrupt the process run.
   
   If you want to use a function module, enter the name of the function module in the Separate function module field. If you then call the field help for this field, the documentation for the specified function module is displayed.

2. If applicable, specify whether somebody should be informed of the status of the breakpoint.

Result
The breakpoint is displayed.
Changing a Process Step

Prerequisites
You are editing a process model [Seite 159] and are in the Maintain Process Model <name> screen.

Procedure
1. Double-click the process step that you want to change. The Change Step <number> dialog box appears.
2. Enter the changes and choose Continue.
   If you are changing a program, you can create new program categories here.
Changing the Sequence of Process Steps

Prerequisites

You are editing a process model and are in the Maintain Process Model <name> screen.

Procedure

You have the following options:

Cutting and Inserting a Process Step

1. Select the process step that you want to move.
2. Choose Edit → Nodes → Remove to buffer.
3. Choose Edit → Nodes → Insert buffer.

   The process step is displayed separately in the display area. You can now reinsert the process step [Seite 160].

Linking a Process Step to a Preceding Object

1. Choose Connect.
2. Use the cursor to draw a line from the new parent object to the process step that you want to move.

   The process step and the accompanying child objects are now subordinate to the new parent object.
Creating a Process

Prerequisites
You have created the process model [Seite 146] to be used in the process.

Procedure
1. From the SAP Easy Access screen, choose the SAP menu Human Resources → Payroll <country> → Tools → HR Process Workbench.
2. Choose Edit → Process → Create.
   The process number that uniquely identifies the process is assigned automatically. The number range object, which controls the assignment of the numbers, is delivered with the HR Process Workbench.
3. Enter a process name and the process model that you want to use. Choose Continue.

Result
The process has been created. It has the status [Seite 171] Still to run. You can start the process.

💡
To check which process model is used in your created process, flag the process and choose Goto → Additional information.

To display the process model used in your created process, flag the process and choose Goto → Display process model.
Starting or Repeating a Process or Process Step

Use
You start and repeat processes and process steps in the same way. The status indicates whether you need to start or repeat the process.

You may need to start or repeat a process step for the following reasons:

- **Breakpoint**
  A process step follows either a conditional or unconditional breakpoint.

- **Process termination**
  Process steps can be terminated due to a program or technical error. You can see the reason for the program termination by displaying the job log.

- **Personnel numbers with errors**
  Use the spool list and job log to check the process step. Remove the error and repeat the process step.

  If a process step or a process is repeated, processing of the following personnel numbers is repeated:

  - Personnel numbers **without** the status *Successful*
  - Personnel numbers **with** the status *Not selected*

You can only repeat processes, process steps, and personnel number sets that were successful if you change the status for the personnel numbers in question.

Prerequisites
You have created a process in the HR Process Workbench.

Procedure
1. Select the process that you want to start and choose *Edit → Process → Start/repeat*.
2. Specify whether the process will run immediately or at a later point.

   This information refers to starting the selection program.

   - Immediately: In the personnel number selection screen, either specify a variant or enter the payroll area and payroll period.
   - At a later point: Enter the start date and time. Choose *Continue*. Select the variant for starting the personnel number selection program.
If you schedule a process for a later time, you must first create a variant for the selection program. This is possible if, for example, you edit a process model [Seite 159]. From the Maintain Process Model <name> screen, choose Goto → Attributes. From the subsequent dialog box, choose Create variants and create a variant for the selection program.

A process is always executed in the background.

**Result**

The process is run at a specified time.

You can control the process run using process control [Seite 170].
Closing a Process

Use

We recommend that you close a process if you do not want to repeat it again. The process is then locked for changes. You can close a process even if it still contains incorrect personnel numbers.

Prerequisites

You have started a process [Seite 166] in the HR Process Workbench.

Procedure

1. Select the process that you want to close.

   You cannot reverse the Close process activity. You can only display a closed process.

2. Choose Edit → Process → Close. In the subsequent confirmation box, confirm your decision.

Result

The process is displayed in a light gray font in the HR Process Workbench. All process data remains unchanged so that you can see the process history.
Deleting a Process

Prerequisites
You have closed a process [Seite 168] in the HR Process Workbench.

Procedure
1. Select the process that you want to delete.
2. Choose Edit → Process → Delete.

Result
You can no longer access the history for processes that have been deleted.

💡

The application log shows who deleted a process and at what time it was deleted. To access the application log selection screen, choose Goto → Display application log. If you want to accept the default settings, choose Continue. An overview of the processes deleted in the previous year is displayed. If you want to restrict the overview, enter the necessary data in the selection screen.
Process Control

Use

The process steps for a process always run in the background. With this function, you can check that the process steps have been executed in the HR Process Workbench.

Features

The following tools help you to monitor the processing:

- **Status display [Seite 171]**
- **Job log**
  
  The job log contains the date and time of the processing start and end and, if applicable, the termination date and time.

  To display detailed information on the program termination, double-click the *Job interrupted* message in the job log. Either a short dump or a termination message text will inform you of the cause of the termination.

- Spool list for sets of personnel numbers

Activities

To display the job log, select the set of personnel numbers and choose *Goto → Job overview for set*.

To display the spool list, select the set of personnel numbers and choose *Goto → Spool list for set*. 
Status Display

Use

You can use the status display to check the status of a process.

For more information on checking the processing status, see Process Control [Seite 170].

Features

In the HR Process Workbench, the system shows the current status for each process.

You can also display the status of the personnel numbers processed in a process.

Process status

The process status is displayed on the process, process step, run, and set level. The icons given to the levels during and after a process run provide information on the processing status. For a legend explaining the symbols, see Utilities.

The process status can be as follows:

- **Stopped**
  A process step follows either a conditional or unconditional breakpoint. To continue the process, start the process step [Seite 166].

- **Successful**
  You can now close the process [Seite 168].

- **Provisional**
  This status is not currently used.

- **Incorrect**
  If process steps are provisionally or incorrectly ended, display the spool list [Seite 170] to analyze the problem. Remove the error and repeat the process step [Seite 166].

- **Canceled**
  Display the job log [Seite 170]. Remove the error and repeat the process step.

Personnel number status

During the process flow, each personnel number receives information on the processing status. This means you can follow the status of a personnel number through the complete process flow. Only correctly processed personnel numbers are transferred from one process step to the next.

You can display the status of a personnel number for all process levels. The status can be as follows:

- **Successful**

- **Provisional**
Status Display

Personnel numbers receive this status if they are processed using incomplete data and the process step was performed correctly.

- **Incorrect**
  
  If the program has identified errors, this status is assigned to personnel numbers.

  For example, in the payroll program, personnel numbers have the status *Incorrect* if the system saves them in *matchcode W* [Seite 109] (Payroll correction run).

- **Blank**
  
  This status is for personnel numbers that were incorrect in the previous process step and, as a result, could not be edited. Check the error that has occurred in the previous process step, correct the error, and start the previous process step again.

- **Not selected**
  
  Personnel numbers with this status are not transferred to the next process step.

Activities

To display the status of specific process levels, expand the levels.

To display the status of a personnel number, select the corresponding process level, choose *Goto → Display personnel numbers* and specify whether particular personnel numbers or personnel numbers with a particular status are to be displayed.

To restrict which processes are displayed in the *HR Process Workbench*, choose *Process overview → Set filter.*
Changing the Status

Use
If you repeat processes or process steps, only personnel numbers without the Successful status or with the Not selected status are processed. To be able to edit personnel numbers that have been processed successfully, you must first change the status.

💡 You can only reset the status if this action is permitted for the process step category in question. For more information, see Defining the Attributes of a Process Step [Seite 161].

Prerequisites
You have started a process [Seite 166] in the HR Process Workbench.

Procedure
Select the appropriate level in the process.
Choose Edit → Personnel number → Set to ‘Incorrect’.

💡 You have changed the value of a wage type in a table for the process step Payroll. The personnel numbers affected by this change are not grouped in matchcode W (Payroll correction run), however, when the payroll process is repeated, they should be corrected. Change the status to Incorrect and start the process again.
Off-Cycle Activities (PY-XX-OC)

Purpose
As an addition to regular payroll [Seite 94], which carries out payroll at fixed regular intervals, this function enables you to carry out specific off-cycle payroll activities [Extern] for individual employees on any day.

You can issue a check to replace payments that were originally made to an employee by check or by transfer but which the employee did not receive, or if the check is in an unusable condition (for example, torn).

You can reverse payroll results that were created by a regular or off-cycle payroll run.

You can enter a check number into the system retrospectively for a payroll result for which you have already issued a check manually.

Implementation Considerations
To implement the Off-Cycle Activities component, you must edit the Off-Cycle Activities section in Customizing for Payroll.

In the standard system, administrators that use the Off-Cycle Workbench have all authorizations for the whole transaction. To restrict authorizations, refer to the authorization object P_OCWBENCH.

For example, you can give one administrator authorization to carry out off-cycle payroll runs. You can give another administrator the authorization to reverse payroll results.

For more information on authorization maintenance, refer to Users and Authorizations [Extern].

Features
The Off-Cycle Activities component comprises the following areas:

- Off-Cycle Workbench
  This provides a uniform user interface for all off-cycle activities.

- Off-Cycle Subsequent Processing
  Once you have performed a function in the Off-Cycle Workbench, the process still has to be completed. Depending on the function that you have executed, the system still has to carry out various subsequent activities. For example, following an off-cycle payroll run, a remuneration statement must be issued.

Off-Cycle Workbench
The Off-Cycle Workbench offers the following functions:

- Off-Cycle payroll [Seite 178]
  The types of payroll run that you can carry out depend on the settings made in Customizing.
You can make a bonus payment to an employee for a special occasion.

You can carry out an immediate correction run if, for example, an employee’s master data was changed.

You can carry out a regular on demand payroll run for an individual employee independently of the payroll area. This is necessary, for example, if an employee was hired shortly before the payroll date and his or her data could not be entered on time.

You can run payroll for several periods in advance, if, for example, an employee is to leave the company or wants to take leave and is to receive payment for these periods immediately.

You can pay an absence, such as leave, in advance.

You can process payments that you have created in the Payroll Results Adjustment infotype (0221).

- Replace a payment that was made to, but not received by an employee.
- Reverse a payroll result
- Assign at a later date the number of a check - that was issued manually - to the relevant payroll result.

**Off-Cycle Subsequent Processing**

Depending on the country, off-cycle subsequent processing [Seite 205] is carried out using one or several batch reports. The reports are located in the Off-Cycle menu. When you run the report, you specify on the selections screen of the process model [Seite 146] that you have created for off-cycle subsequent processing. In process models of this kind, you define which subsequent programs are to be run, and in which order. The type of subsequent processing varies, depending on whether an off-cycle payroll result, a payment replacement or a reversal is to be further processed.

**Constraints**

Off-Cycle Activities are not available in all country versions. In some countries that implement the component not all of the functions outlined here are available.
**Off-Cycle Workbench**

**Definition**
User interface enabling you to carry out off-cycle payroll, payment replacement, and reversals conveniently.

**Use**
You access the Off-Cycle Workbench from the Payroll menu.

You can use the Off-Cycle-Workbench to carry out the following for a specific employee:

- Display payroll results
- Run various types of off-cycle payroll
- Replace by check a payment that was originally made by check or transfer, but not received by the employee
- Reverse an incorrect payroll result
- Add a check number retrospectively to a payroll result for which you have already issued a check manually

**Structure**
The Off-Cycle Workbench contains the following tab pages:

- History [Seite 177]
- Payroll [Seite 178]
- Replace Payments [Seite 193]
- Reverse payments [Seite 198]
- Assign check number [Seite 197]

**Integration**
Following a payroll run, payment replacement, or reversal that you have carried out in the Off-Cycle Workbench, the system carries out the off-cycle subsequent processing [Seite 205].
Payroll History

Use
This function enables you to display the previous payroll results relating to payment for a specific employee within the Off-Cycle Workbench. To see the payroll results, you do not have to leave the Off-Cycle Workbench or run a report.

For example, you want to replace a torn check. You can refer to the check number that is displayed in the payroll history to find out for which payroll result the check was issued.

Features
The History tab page in the Off-Cycle Workbench displays an extract from the payroll cluster containing the most important information on the employee’s payroll results.

Payments that you have replaced with a check and payroll results that you have reversed are indicated.

To see more detailed information, you can display the remuneration statement for each payroll result.

For payments, you can display the following information:
- Check number, house bank and company account
- In the case of replaced payments - which payment was replaced by which check
- In the case of reversed payroll results - the reason for reversal and the administrator who carried out the reversal

Activities
To display the remuneration statement for a particular payroll result, select the result and choose Remuneration statement.

For detailed information on a payment, choose 📃.
Off-Cycle Payroll

Use

As an addition to regular payroll [Seite 94], which carries out payroll at fixed regular intervals, this function enables you to carry out specific off-cycle payroll activities for individual employees on any day. Off-Cycle Reasons [Seite 188] differentiate between various types of off-cycle payroll runs.

You carry out off-cycle payroll from the Payroll tab page in the Off-Cycle Workbench [Seite 176].

Prerequisites

- In Customizing for Payroll, under Off-Cycle Activities → Set Up Off-Cycle Reasons [Extern], you have specified which off-cycle reasons are to be available.
- In Customizing for Payroll, under Payroll Data → Additional Payments Off-Cycle [Extern], you have set up the wage types that you require for your off-cycle payroll runs.
- In Customizing for Personel Administration under Off-Cycle Activities → Define Default Values for Payment Methods [Extern], you can also specify which payment method the system proposes for each off-cycle reason in the Off-Cycle Workbench.
- You have scheduled the batch report for subsequent processing of off-cycle activities as a regular background job with a suitable variant by choosing System → Services → Jobs → Define Jobs. The report is located in the Off-Cycle menu. We recommend that you run subsequent processing as a background job on a daily basis.

Features

The tab page Payroll in the Off-Cycle Workbench offers the following options:

- You can select the reason for the off-cycle payroll run. The possible entries that you can make in the lower part of the screen change in accordance with the reason that you specify. The off-cycle reason determines the kind of off-cycle payroll run you want to run. Depending on the settings you have made in Customizing, some or all of the following payroll activities are available:
  - Bonus accounting [Seite 180]
  - Correction accounting [Seite 182]
  - Regular payroll on demand [Seite 183]
  - Advance payment [Seite 184]
  - Absence payment [Seite 185]
  - Payroll results adjustment [Seite 186]
- You can check the payroll calendar. It contains information about planned payroll dates and the date of the employee’s last payroll run.
- You can change the payment method.
  - If you have specified a default payment method for each off-cycle reason in Customizing, the system proposes this payment method.
If you have not specified a default value in Customizing, the system proposes the payment method from the Bank Details infotype (0009).

In the Bank Details infotype (0009) you can enter the details of a main or secondary bank for the off-cycle payroll run. The Main bank for off-cycle and Secondary bank for off-cycle are subtypes of infotype 0009.

If you specify a different payment method, the system creates a record for the current payment in the Bank Details infotype (0009).

- You can split the payment and assign main and secondary bank details.
Bonus Accounting

Use
This function enables you to make a special payment to an employee for a special occasion or for special performance.

An employee is to receive a bonus for outstanding sales performance.
You want to give your employees an end-of-year bonus.

It is advisable to conduct bonus accounting from the Off-Cycle Workbench if you want to pay a bonus to individual employees. It is easier to create mass bonus payments using batch input in the One-Time Payments Off-Cycle infotype (0267). For more information, refer to The One-Time Payments Off-Cycle Infotype (0267) [Seite 191].

Integration
The system creates a record in the One Time Payments Off-Cycle infotype (0267) for each wage type that you enter in bonus accounting. This infotype record contains information on:

- Wage type
- Bonus payment amount
- Reason for off-cycle payroll
- Payroll type [Seite 188]
- Payroll identifier

The payroll identifier is a sequential number allocated by the system to differentiate between several bonus payments or absence payments [Seite 185] made on the same day. This differentiation is necessary, since both of these off-cycle payroll runs belong to the same payroll type. The first bonus accounting run or absence payment has the payroll identifier 0.

Prerequisites
The standard system already contains an off-cycle reason for bonus payments. In Customizing for Payroll, you can, if required, set up one or several off-cycle reasons for bonus accounting. Choose Off-Cycle Activities → Set Up Off-Cycle Reasons [Extern] You must assign the reason to the Category [Seite 188] Bonus.

Under Off-Cycle Activities → Define Default Values for Wage Types [Extern], you have, if required, defined a wage type that the system proposes when you process a bonus.

Features
If you have defined default values for wage types in Customizing and you select the relevant off-cycle reason in the Off-Cycle Workbench, the system proposes a wage type for bonus
accounting in the group header *Create Payments*. You can overwrite the default value that is proposed.
Correction Payroll

Use
This function enables you to make an immediate correction payment if an employee’s master data or time data is changed. The employee does not then have to wait until the system automatically carries out retroactive accounting with the next regular payroll run.

An employee receives a pay check and discovers that overtime hours have not been remunerated correctly. The employee wants to receive the missing amount immediately, rather than wait until the next regular payroll run. You enter the missing overtime in the corresponding time infotype and then run a correction payroll run in the Off-Cycle Workbench.

Integration
In the Earliest master data change field, the system shows the retroactive accounting limit that was set on account of the change in master data in the Payroll Status infotype (0003).

Prerequisites
The standard system already contains an off-cycle reason for correction payroll. In Customizing for Payroll, you can, if required, set up an off-cycle reason for correction payroll. Choose Off-Cycle Activities → Set Up Off-Cycle Reasons [Extern]. You must assign the reason to the Category [Seite 188] Correction.

Features
When you select the relevant off-cycle reason in the Off-Cycle Workbench and run payroll, the system runs retroactive payroll back to the date that is displayed in the Earliest master data change field. The system creates retroactive results for the periods processed. It also creates an original result for the payment date that you use for the correction run.
Regular Payroll On Demand

Use

You can use this function to run regular payroll on demand for a specific employee for a payroll period. You conduct this payroll run independently of the regular payroll run for the payroll area to which the employee is assigned.

An employee is hired shortly before the payroll date. The employee’s data cannot be processed in time for it to be included in the regular payroll run. You can use the Off-Cycle Workbench to run regular on demand payroll for the employee, even if the regular payroll run for the payroll area has already taken place. You do not have to wait until the next regular payroll run for the whole payroll area.

You have hired a new employee. Instead of receiving his or her first pay at the end of the first payroll period, the new employee is to be paid at the start of his period of employment. In the Off-Cycle Workbench, you can run regular on demand payroll for the first period in which he is employed in your enterprise.

Integration

If you want to run off-cycle payroll for an employee for several payroll periods, do not run regular on demand payroll. Instead, make an advance payment [Seite 184].

Prerequisites

The standard system already contains an off-cycle reason for payroll on demand. You can, if required, set up your own off-cycle reason in Customizing for Payroll. Choose Off-Cycle Activities → Set Up Off-Cycle Reasons [Extern]. You must assign the reason to the category [Seite 188] On demand.

Features

If you choose this reason when you are in the Off-Cycle Workbench, the system offers you the next period for which payroll is to be run for the employee. The system then carries out on demand payroll for this period.
Advance Payment

Use
This function enables you to run payroll for an employee for several periods in advance independently of the regular payroll runs for the payroll area.

An employee leaves the company and is to receive all the money owed immediately.
An employee takes leave. You want the employee to receive payment in advance for the payroll periods in which the leave occurs.

Integration
If you want to settle an absence, such as leave, in advance, you can also carry out an absence payment. This means that the employee is only paid in advance for the time that he or she is absent. However, you use the advance payment function to run payroll in advance for all the periods in which the absence takes place.

The employee is to take 10 days leave. The leave period affects three payroll periods. In the case of an absence payment, the employee is paid in advance for 10 days. In the case of an advance payment, the employee is paid in full for all three payroll periods in which the leave takes place.

Prerequisites
The standard system already contains an off-cycle reason for advance payments. In Customizing for Payroll, you can, if required, set up an off-cycle reason for payments in advance. Choose Off-Cycle Activities / Set Up Off-Cycle Reasons [Extern]. You must assign the reason to the Category Advance payment.

In Customizing, under Off-Cycle Activities / Define Default Values for Payments in Advance [Extern], you specify how many payroll periods the system is to propose for payments in advance.

Features
When you select the relevant off-cycle reason in the Off-Cycle Workbench, the system offers several periods for payroll. The number of periods proposed depends on the settings in Customizing for Payroll.

If you pay several payroll periods in advance, only one original result is created, and only one payment is effected. The system creates the original result for the latest of the periods for which you run payroll. All other periods prior to this period are processed using retroactive payroll.

The system ensures that the employee who is to receive an advance payment is not processed twice. The employee is then automatically excluded from the payroll area's regular payroll runs for the periods already processed.
Absence Payment

Use

If an employee is to be absent during future payroll periods, for example, because of leave, you can pay the employee in advance for the period of the absence. The remuneration is calculated using Absence evaluation [Seite 290].

Integration

Contrary to a payment in advance [Seite 184], you do not run payroll for the whole period in which the absence takes place. This means that the employee is only paid in advance for the time that he or she is absent.

Prerequisites

The standard system already contains an off-cycle reason for absence payments. In Customizing for Payroll, you can, if required, set up an off-cycle reason for absence payments. Choose Off-Cycle Activities → Set Up Off-Cycle Reasons [Extern]. You must assign the reason to the category [Seite 188] Absence payment.

In Customizing for Payroll, under Off-Cycle Activities → Off-Cycle Absence Evaluation → Assign Absences to an Off-Cycle Reason [Extern], you have specified which absence types are permitted for off-cycle payroll.

Features

When you select the corresponding off-cycle reason from the Off-Cycle Workbench, the system proposes the absences for processing that have already been entered in the Absences infotype (2001), and that have been set as permitted for off-cycle payroll in Customizing.

When you pay an absence, the system adds the following data to the already created record in the Absences infotype (2001).

- Reason for off-cycle payroll
- Payment date
- Payroll type [Seite 188]
- Payroll identifier
  
  The payroll identifier is a sequential number assigned by the system to differentiate between several absence payments or bonus payments [Seite 180] made on the same day. This differentiation is necessary, since both of these off-cycle payroll runs belong to the same payroll type. The first absence payment or bonus accounting run has the payroll identifier 0.
Payroll Results Adjustment

Use

This function enables you to make payments directly from the Off-Cycle Workbench that you have created in the Payroll Results Adjustment infotype (0221). This means that you do not need to wait until the system reads the data from the infotype for processing during the next regular payroll run.

An employee leaves your enterprise whilst working away from the main office in which your HR department is located. The employee’s superior calculates the amount owed manually, and issues a check for the employee manually. To ensure that this payroll result is also available in the system, you enter the relevant data retrospectively in the Payroll Results Adjustment infotype (0221) and subsequently run payroll from the Off-Cycle Workbench, specifying payroll results adjustment as the off-cycle reason.

Integration

The payments that you create in the Payroll Results Adjustment infotype (0221) are displayed in the Off-Cycle Workbench.

Prerequisites

The standard system already contains an off-cycle reason for payroll results adjustment. You can, if required, set up an off-cycle reason in Customizing for Payroll. Choose Off-Cycle Activities → Set Up Off-Cycle Reasons [Extern]. You must assign the reason to the category Payroll Results Adjustment.

Features

When you select the relevant off-cycle reason in the Off-Cycle Workbench, the system displays the payments that you created in the infotype. You can select a payment and run payroll.
Running Off-Cycle Payroll

Prerequisites
You are in the Off-Cycle Workbench [Seite 176].

Procedure
1. Enter the personnel number that you want to process and choose the tab page Payroll
2. Select an off-cycle reason [Seite 188]
   This determines the subsequent processing.
3. If required, enter a date other than the one proposed.
4. Copy the payment method from the Bank Details infotype (0009), or enter a different payment method.
5. If required, split the payment and assign the main and secondary bank details.
6. Enter additional data according to the off-cycle reason you have entered.
7. Choose Start payroll
8. After the payroll run, save your data.

Result
Following the off-cycle payroll run, the system makes the following changes:
1. It saves the data in the relevant infotypes, and saves the payroll results to the database.
   At the same time, the system makes an entry in the indicator table for batch processing to show that a payroll result exists that requires further processing.
   You can display the contents of the indicator table using report H99LT52OCG (Display Indicator Table for Off-Cycle Batch Processing). The report is located in the Off-Cycle menu.
2. At the regularly scheduled time, the system runs as a background job the country-specific batch report for subsequent processing of off-cycle payroll.
   The report reads the indicator table. Using the payroll results from the indicator table, the system starts the process model that you specified in the report variant.
3. The system carries out all subsequent programs that you specified in the process model. For example, it produces remuneration statements, prints checks or initiates transfers and posts payroll results to Accounting if you have specified these steps in the process model.
**Reasons, Types and Categories for Off-Cycle Payroll**

Various off-cycle reasons, and assignment to various types and categories are used to distinguish payroll runs.

The off-cycle reason differentiates between various business reasons. Off-Cycle reasons enable an administrator to decide conveniently what kind of payroll to run from the Off-Cycle Workbench.

The standard system already contains off-cycle reasons for all kinds of off-cycle payroll. In Customizing for Payroll, you can set up your own reasons that are valid for your enterprise. You assign each off-cycle reason to a specific category. This enables the system to deal with similar payroll runs in the same way. The subsequent assignment to a type of off-cycle reason and to a payroll type is done automatically by the system.

In Customizing, you define the off-cycle reason *Holiday bonus* and assign it to the category *bonus*. The system assigns the type of off-cycle reason *Bonus* and the payroll type *A* to the *Holiday bonus*.

**Category for the Off-Cycle Reason**

Categories group several off-cycle reasons together so that similar reasons, such as Easter bonus and Christmas bonus are dealt with in the same way by the system.
Which types of off-cycle reason are set up in the system depends on the categories that are required by the country-specific components.

**Off-Cycle Reason Type**

The system uses the off-cycle reason type to decide what information it must display in the Off-Cycle Workbench. The decision is made in line with the off-cycle reason selected by the administrator.

- **On demand**
  - The system proposes the next regular payroll period.

- **Advance Payment**
  - The system proposes several future regular payroll periods.

- **Bonus**
  - If you have defined a wage type, the system proposes a wage type for bonus accounting that you have set up in Customizing for Payroll.

- **Absence**
  - The system proposes for payroll future absences that you have recorded in the Absences infotype (2001).

- **Other**
  - For a correction run carried out in the Off-Cycle Workbench, the system displays the date of the retroactive payroll run from the Payroll Status infotype (0003). For a payroll run with the category Payroll Results Adjustment, the system displays payments that you have created in the Payroll Results Adjustment infotype (0221).

**Payroll Type**

The payroll type enables the payroll driver to decide which of the following kinds of payroll are to be run:

- **Blank = Regular payroll run**
  - The system then runs on demand payroll for one or several periods.
  - The types of off-cycle reason on demand and advance payment belong to this payroll type.

- **A = Bonus payment**
  - The payment date with which you run off-cycle payroll is the start and end date of the payroll period. The system creates the payroll result for this day.
  - The types of off-cycle reason bonus and absence belong to this payroll type.

- **B = Correction run**
  - The system runs retroactive payroll for past periods on account of a change in master data. Payroll is re-run for all periods that have already been run, back as far as the retroactive accounting date. In addition to these retroactive accounting results, the system creates an original result for the payment date that you use for the off-cycle run.
Reasons, Types and Categories for Off-Cycle Payroll

- C = Manual check

The system processes payments that you have entered in the Payroll Results Adjustment infotype (0221). This payroll type exists for USA and Canada only.
The One-Time Payments Off-Cycle Infotype (0267)

Definition

Infotype in which additional wage elements that are only made once or irregularly can be stored for off-cycle payroll.[Seite 178].

Use

The One-Time Payments Off-Cycle infotype (0267) is not used in all countries.

To create one-time payments, you have the following options:

- If you only want to create a one-time payment for one or a few employees, we recommend that you use the Off-Cycle Workbench [Seite 176]. The system thereby saves you from carrying out several steps that you otherwise must carry out manually in the One-Time Payments Off-Cycle infotype (0267).

- If you want to make one-time payments to many employees, we recommend that you use batch input in the One-Time Payments Off-Cycle infotype (0267), or use fast entry [Extern].

Structure

- The standard system contains various wage types as subtypes

- In the Payment date field, the system offers the last day of the current payroll period as the payment date for the one-time payment off-cycle. You can overwrite this default value by entering the required date for the off-cycle payroll run in the Payment date field.

- In the Off-Cycle Reason field, you can only select from reasons that were assigned to payroll type A in Customizing. For more information, refer to Reasons, Types and Categories for Off-Cycle Payroll [Seite 188].

- In the Payrollid (Payroll identifier) field, you must make entries, only if you want to create two infotype records for an employee on the same day. The system requires the payroll identifier to distinguish between two runs with the same date and the same payroll type.

⚠️ In the One-Time Payments Off-Cycle infotype (0627), you have created a bonus payment of USD 100 for an employee. You have not made any entries in the Payroll identifier field. The employee is to receive a further bonus payment on the same day of USD 50. In the Payrollid field, enter a distinguisher for the system, for example, the figure 1.

Integration

If you create mass off-cycle payments in the One-Time Payments Off-Cycle infotype (0267), you start the payroll driver using a process model [Seite 146], that you defined in Customizing off-cycle activities. In the HR Process Workbench, you create a Process [Seite 165] using this process model. You then run the process model. The process model ensures that payroll is run only for the employees with a relevant entry in the One-Time Payments Off-Cycle infotype (0267).
The One-Time Payments Off-Cycle Infotype (0267)

You can also start the payroll driver without using a process model. However, you must then specify individually each employee who received a one-time payment. Alternatively, you can process the whole payroll area. However, this gives payroll results for all employees, even those who did not receive a one-time payment.

You must make sure that the payroll driver uses the correct data from the infotype during payroll. You must ensure that the data that appears in the Reason for off-cycle payroll and Special run fields, (including the fields: Payroll type, Payroll identifier, and Payment date for off-cycle payroll) which appear on the selection screens for the process and the payroll driver is exactly the same as data you created in the corresponding fields in the One-Time Payments Off-Cycle infotype (0267).

If you create one-time payments in the Off-Cycle Workbench, the system ensures that the payroll driver runs using the correct data.

See also:
[Creating bonus payment details in infotype 0267](https://www.payrollthailand.com) (Payroll Thailand)
Replacing a Payment

Use

You replace a payment if:

- An employee did not receive a payment by transfer
- A check that you issued to an employee is unusable

An employee usually receives payment by transfer. The employee changed bank at short notice, with the result that payment was made to the old bank. The bank rejects the payment.

An employee usually receives payment by check. A check is torn during printing, or is later stolen.

Integration

If you replace a payment that was originally made by check, the system reverses the original check in Accounting.

If you replace a payment that was originally made by transfer, the system makes an entry in the Table T52OCL (Off-Cycle: Transfer replaced by check or reversed) and logs that a payment was replaced.

The table T52OCL is not evaluated by the system. You must ensure that you do not make the payment twice accidentally. To check the table T52OCL, you can run the report H99LT52OCL. (Transfer replaced by check or reversed).

Prerequisites

In Customizing for Payroll, you have edited the following steps in the section on Off-Cycle Activities:

- Check Payment Key [Extern]
- Printing Check with Manual Number Assignment [Extern]
- Replace Checks [Extern]

You have scheduled the batch report for subsequent processing of check replacement as a regular background job with a suitable variant by choosing System → Services → Jobs → Define Jobs. The report is located in the Off-Cycle menu. We recommend that you run subsequent processing as a background job on a daily basis.

Features

The tab page Replace payment in the Off-Cycle Workbench offers you the following options:

- You can issue checks to replace payments by transfers or payments by check.
- You can select a reason for the payment replacement.
Replacing a Payment

- Once the payment by check has been made, you must enter a reason.
- Once the payment by transfer has been made, you do not have to enter a reason.

- You can assign the new check number yourself, or have it assigned by the system.
  - If you apply the check number manually, this number is checked against the check lot.
  - If the check number is to be applied automatically, the system takes the next number from the check lot.

- You can confirm the date proposed by the system, or you can enter another date.
  
  The system proposes the date of the original check or transfer that is being replaced.
Replacing a Payment

Prerequisites
You are in the Off-Cycle Workbench [Seite 176].

Procedure
1. Enter the personnel number that you want to process and choose Replace payment.
   The system displays all payments that you can replace.
2. Select the payment that you want to replace.
   Information relating to this payment is displayed.
3. If required, overwrite the check date that the system proposes.
4. If you want to replace a check, enter the reason for the reversal.
5. Specify whether the new check number is to be applied automatically by the system or whether it is to be applied manually.
   If the check number is to be assigned manually, enter it in the Check number field. The system immediately checks this number with the check lot.
6. Choose Replace.

Result
1. The system runs the Preliminary Program Data Medium Exchange [Extern].
2. It marks the replaced payments with a key that is composed of the program run date and the identification feature CYYYYP:
   - C = check
   - CYYYYP (Y = the sequence number from a number range that was defined by SAP for check replacement).
   - P = Human Resources
   All replacements carried out on the same day are given the same key. The system enters the details in the indicator table for off-cycle batch processing.

   You can display the contents of the indicator table using report H99LT52OCG (Display Indicator Table for Off-Cycle Batch Processing). The report is located in the Off-Cycle menu. If you choose transaction type R (check replacement) in the report’s selection screen, the data records containing replaced payments in the indicator table are displayed. This enables you, for example, to see which identification feature the system has assigned.
3. The system runs the batch report for the subsequent processing of check replacements as a background job at the time that you have scheduled for the regular processing of the report.
   The report reads the indicator table and runs the process model that you specified in the report variant.
Replacing a Payment

4. The system runs the check print program as part of the process model, and thereby prints the new checks.

   If you have specified that the check number is to be applied automatically, the system uses the next number from the check lot.
Assigning Check Numbers

Use
You have carried out an off-cycle payroll run. You have issued a check manually for this payroll result. You enter the number of this manually issued check into the system retrospectively against the payroll result.

You use the Off-Cycle Workbench to make a bonus payment to an employee. You cannot print the check immediately because the printer is not working. The employee must, nonetheless receive the check immediately. You therefore issue a check manually. You assign the number of this check to the payroll retrospectively so that you can later see which check belongs to which bonus payment.

Prerequisite
You are in the Off-Cycle Workbench [Seite 176].

Procedure
1. Enter the personnel number that you want to process and choose the tab page Assign check number.
2. Mark the payroll result to which you want to assign a check number.
3. Enter the number of the check that you have issued manually.
4. Choose Assign.
Reversing Payroll Results

Use
Depending on the status of the payroll control record, you have various options for making an incorrect payroll result invalid.

- If the control record does not yet have the status *End of payroll*, you can:
  - Repeat the payroll run
  - Delete the incorrect payroll result [Seite 123]

- If the control record already has the status *End of payroll*, you must reverse the payroll result. If the data medium exchange program has already been run, the system also reverses the relevant checks and transfers.

  When reversing, the payroll results are not deleted from the data base. They are only marked with the “invalid” indicator. Reversal consequently requires a lot of memory space.

  If the payroll control record does not yet have the status *End of payroll*, we recommend that you repeat the payroll or delete the incorrect payroll result.

Integration
In the case of a payment by check, the system reverses the check in *Accounting*.

If the amount was paid by transfer, the system writes the personnel number, sequence number, amount, and BT split indicator [Seite 243] relating to this transfer to the table T52OCL (*Off-Cycle: Transfer by check replaced or reversed*).

This table is not actively evaluated by the system. Instead, it only documents which payments you have replaced or reversed. You must therefore make sure that a reversed payment was definitely not transferred. To check the table T52OCL, you can run the report H99LT52OCL (*Transfer by check replaced or reversed*).

Prerequisites
You have scheduled the batch for subsequent processing of off-cycle activities as a regular background job with a suitable variant by choosing *System → Services → Jobs → Define Jobs*. We recommend that you run subsequent processing as a background job on a daily basis.

Features
The tab page *Reverse payment* in the Off-Cycle Workbench offers you the following options:

- You can reverse the payroll results of a regular payroll run or an off-cycle payroll run, regardless of whether the employee has received a check or transfer.

  The system reverses all payments that belong to that payroll result.
Reversing Payroll Results

- The system offers an overview of all the payroll results. You can display detailed information on the relevant payments.
- You can select a reason for the reversal.
  - If you reverse a check, you must specify a reason.
  - You can reverse a transfer without specifying a reason.
Reversing the Payroll Result

Prerequisites
You have corrected the relevant master data.

If you reverse a payroll result that was the result of bonus accounting, you must also delete the relevant infotype record in the One-Time Payments Off-Cycle infotype (0267).

You are in the Off-Cycle Workbench [Seite 176].

Procedure
1. Enter the personnel number that you want to process and choose the tab page Reverse payment.
2. Select the payroll result that you want to reverse.
3. If you want to reverse a check, enter the reason for the reversal.
5. Confirm the security check.

Result
Depending on whether you have reversed the last payroll result, whether the payroll result was already posted to Accounting, and whether payments were already made to third parties, the system triggers various subsequent activities:
**Result 1**

**Out-of-sequence reversal**

1. The system makes **Changes** [Seite 203] to the tables RT (Results Table) and BT (Bank Transfers).

2. Depending on how the reversed payroll result came about, the system sets the following retroactive accounting date in the Payroll Status infotype (0003):
   - In the case of off-cycle payroll, it writes the payment date for the payroll run in the field `Mast.data chng.bonus` (Earliest payroll-relevant master data change (Bonus)).
   - In the case of regular payroll, it writes the start date of the period for which payroll has been run in the `Earliest master data change` field (earliest master data change since last payroll).

   This ensures that retroactive accounting takes place.

3. In the payroll result, the system places the indicator `R` in the *invalid* field of the payroll directory (RGDIR). It enters the reason, date and time of the reversal in this data record.

4. Following the reversal, you have the following options:
Reversing the Payroll Result

- If the employee is to receive a payment immediately, carry out a correction payroll run in the Off-Cycle Workbench.
- If you do not carry out a correction payroll run in the Off-Cycle Workbench, the system automatically carries out retroactive payroll when the next regular payroll run takes place.

Result 2
"Void"
1. The system places the "void" indicator V in the invalid field of the payroll directory (RGDIR) for the payroll result.

   If the V indicator is set, the payroll result can no longer be used for evaluations. Instead, it is only available for the payroll history. The system enters the reason, the date, and the time of the reversal to the data record.

2. The system makes an entry in the indicator table for off-cycle batch processing.

   You can display the contents of the indicator table using report H99LT52OCG (Display Indicator Table for Off-Cycle Batch Processing). The report is located in the Off-Cycle menu.

3. The system runs the batch report for subsequent processing of off-cycle activities as a background job at the time that you have scheduled for the regular processing of the report.

   The report reads the indicator table and runs the process model that you specified in the report variant. The process model produces reversal documents for reversed payroll results and posts them to Accounting. As a result, the documents that were originally posted are reversed.

4. Depending on which payroll result you reversed, you have the following options:

   - If the payroll result arose from an off-cycle payroll run, you can rerun payroll.
   - If the payroll result arose from a regular payroll run, retroactive payroll takes place at the next regular payroll run, since the control record already has the status End of payroll.

Result 3
"Void"

The system places the "void" indicator V in the invalid field of the payroll directory (RGDIR) for the payroll result.
Out-of-Sequence Reversal: Changes in the RT and BT Tables

If you reverse the last payroll result and payments have already been made to third parties, or if you reverse a payroll result other than the last, the system makes the following changes in the RT table (Results Table) and the BT table (Bank Transfers):

**Table RT**

- The system produces the technical wage type /568 that contains the payment amount for the reversed payroll result.
- It writes the amount of the wage type /557 cm to the wage type /569.
- It writes the amount of the wage type /558 cm to the wage type /570.
- It writes the amount of the wage type /559 to the wage type /571.
- It stores the former payment method in coded form in the *amount per unit* field in wage types /569, /570 and /571.
  - Payment by check: 1
  - Transfer: 2
  - Check with numbers applied manually: 3

The payment of USD 2,500 to an employee was originally split into a check payment (USD 1,000) and bank transfer (USD 1,500). The following appears in the RT table:

<table>
<thead>
<tr>
<th>Wage type</th>
<th>Amount per unit</th>
<th>Number</th>
<th>Amount</th>
<th>BT</th>
</tr>
</thead>
<tbody>
<tr>
<td>/559</td>
<td>1</td>
<td>000</td>
<td>1</td>
<td>01</td>
</tr>
<tr>
<td>/559</td>
<td>150</td>
<td>02</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After reversal, the following appears in the results table instead:

<table>
<thead>
<tr>
<th>Wage type</th>
<th>Amount per unit</th>
<th>Number</th>
<th>Amount</th>
<th>BT</th>
</tr>
</thead>
<tbody>
<tr>
<td>/568</td>
<td>2500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/571</td>
<td>1</td>
<td>000</td>
<td>01</td>
<td></td>
</tr>
<tr>
<td>/571</td>
<td>2</td>
<td>1500</td>
<td>02</td>
<td></td>
</tr>
</tbody>
</table>

- The system deletes the wage types /557, /558, and /559.
Out-of-Sequence Reversal: Changes in the RT and BT Tables

**BT Table**

The system deletes the wage types /557, /558, and /559.

The other wage types in the BT table, for example, wage types from the *External Transfers* infotype (0011) are not deleted.
Off-Cycle Subsequent Processing

Use

The system uses this function to further process the results of an off-cycle payroll, a replaced payment or a reversed payroll result.

Once you have made a bonus payment using the Off-Cycle Workbench, not all necessary steps have been concluded. A further remuneration statement must be issued, the necessary checks must be printed or the transfers must be made and the payroll results must be posted to Accounting. Further steps may also be necessary, depending on the business processes in your enterprise.

Indicator Table for Batch Subsequent Processing

The system writes all necessary details relating to the results of the off-cycle payroll, the payment replacement or the reversal to the table T52OCG (Off-cycle: Flags for Batch: Payroll, Subsequent Program). The results are thereby made available for subsequent processing.

You can display the contents of the indicator table using report H99LT52OCG (Display Indicator Table for Off-Cycle Batch Processing). The report is located in the Off-Cycle menu.

Report for Batch Subsequent Processing

You start subsequent processing by running one or several batch reports. The batch report ensures that the system runs all necessary subsequent programs in sequence.

Once you have used the functions Run payroll, Replace payment and Reverse payroll result, you must - in line with your country version:

- Run various batch reports
- Run the same batch report separately for each function.

The relevant reports are contained in the standard system of each of the country-specific versions. The reports are located in the Off-Cycle menu.

We recommend that you schedule the report(s) for batch subsequent processing - that are contained in your country-specific standard system - as regular background jobs - for example at the end of each workday. This ensures that subsequent processing is conducted regularly and on time.

Process Model

In a process model, you define which subsequent programs are run, and in what order. On the selection screen of the report for the batch subsequent processing, you specify which process model the report is to use.

Model process models are contained in the standard system. You can use these to create your own process models.
Off-Cycle Subsequent Processing

The process models may differ from country to country. For more information on process models, refer to Customizing for Payroll, under Off-Cycle Activities → Create Process Models for Off-Cycle Subsequent Processing - or under Create Process Model for Subsequent Processing Off-Cycle in the maintenance of the relevant process model, *Choose Model documentation.*

Prerequisites

You have made the following settings for the functions Payroll, Replace payment and Reverse payroll result:

- You have created your own process model for each function in Customizing for Payroll under Off-Cycle Activities → Create Process Models for Off-Cycle Subsequent Processing [Extern].

  If you only implement the Payroll function, create your process model in the step Create Process Model for Subsequent Processing Off-Cycle Payroll [Extern].

- In the country-specific standard system, for each function, you have scheduled the relevant report(s) - with an appropriate variant - for batch subsequent processing as regular background jobs. To do this, choose System → Services → Jobs → Define job.

Features

You can schedule the relevant batch report with the corresponding process model as a background job, or you can call it in the Off-Cycle menu and run it from there directly.

Depending on the function you executed in the Off-Cycle Workbench, the system carries out the following activities:

<table>
<thead>
<tr>
<th>Function</th>
<th>Decision criteria</th>
<th>Subsequent processing by system</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Off-Cycle Subsequent Processing

| Off-Cycle payroll                                                                 | • Saves payroll results on database  
|                                                                                   | • Makes an entry in the indicator table for batch processing to show that a payroll result exists that requires further processing  
|                                                                                   | • Runs the batch report for subsequent processing of off-cycle activities as a background job at the time that you have scheduled for the regular processing of the report  
|                                                                                   | • Reads indicator table  
|                                                                                   | • Runs the process model that you have specified in the process model and uses the payroll results from the table  
|                                                                                   | • Runs subsequent programs as part of the process model, for example:  
|                                                                                   |   - Creates remuneration statements  
|                                                                                   |   - Prints checks or triggers transfers  
|                                                                                   |   - Posts payroll results to *Accounting*  
|                                                                                   |   - Runs any further subsequent programs that you have defined in the process model  
| Replacing a Payment                                                              | • Runs Preliminary Program *Data Medium Exchange*  
|                                                                                   | • Indicates each payment replacement with a key composed of program run date and the indicator feature CYYYP (For more information, see replace payment [Seite 195])  
|                                                                                   | • Enters the details in the indicator table for off-cycle batch processing  
|                                                                                   | • Runs the batch report for subsequent processing of check replacement as a background job at the time that you have scheduled for the regular processing of the report  
|                                                                                   | • Reads indicator table  
|                                                                                   | • Runs the process model that you have specified in the report variant  
|                                                                                   | • Prints new checks |
## Off-Cycle Subsequent Processing

**Reversal**

<table>
<thead>
<tr>
<th>You have reversed the last payroll result and payments have already been made to third parties. Or you have reversed a payroll result other than the last one (Out-of-sequence reversal).</th>
<th><strong>Makes Changes</strong> [Seite 203] to the tables RT (Results Table) and BT (Bank Transfers).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Places the retroactive accounting date in the Earliest master data change field in the Payroll Status infotype (0003).</td>
</tr>
<tr>
<td></td>
<td>• Marks the payroll result with the indicator $R$ in the invalid field of the payroll directory (RGDIR).</td>
</tr>
<tr>
<td></td>
<td>• Runs retroactive accounting</td>
</tr>
<tr>
<td></td>
<td>If you do not carry out a correction payroll run in the Off-Cycle Workbench, the system automatically carries out retroactive payroll when the next regular payroll run takes place.</td>
</tr>
<tr>
<td></td>
<td>Makes Changes to the tables RT (Results Table) and BT (Bank Transfers).</td>
</tr>
<tr>
<td></td>
<td>Places the retroactive accounting date in the Earliest master data change field in the Payroll Status infotype (0003).</td>
</tr>
<tr>
<td></td>
<td>Marks the payroll result with the indicator $R$ in the invalid field of the payroll directory (RGDIR).</td>
</tr>
<tr>
<td></td>
<td>Runs retroactive accounting</td>
</tr>
<tr>
<td></td>
<td>If you do not carry out a correction payroll run in the Off-Cycle Workbench, the system automatically carries out retroactive payroll when the next regular payroll run takes place.</td>
</tr>
</tbody>
</table>

**Reversal**

<table>
<thead>
<tr>
<th>You have reversed the last payroll result, which was already posted, although no payments to third parties have taken place (“Void”).</th>
<th><strong>Marks the payroll result with the indicator $V$ in the invalid field of the payroll directory (RGDIR).</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Makes an entry in the indicator table for off-cycle batch processing to show that a reversed payroll result exists</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Runs the batch report for subsequent processing of off-cycle activities as a background job at the time that you have scheduled for the regular processing of the report</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Runs the process model that you have specified in the report variant</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Posts payroll results to Accounting</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Runs retroactive accounting (if the reversed payroll result arose as a result of regular payroll)</strong></td>
</tr>
</tbody>
</table>

**Reversal**

| You have reversed a payroll result, which was already posted, and no payments to third parties have taken place (“Void”). | Marks the payroll result with the indicator $V$ in the invalid field of the payroll directory (RGDIR). |

---

**See also:**

- Running Off-Cycle Payroll [Seite 187]
- Replace Payments [Seite 195]
- Reversing the Payroll Result [Seite 200]
Gross Part of Payroll

Purpose

Using this component you determine an employee’s gross pay, according to contractual requirements, which is composed of payments and deductions.

Examples of payments that are included in the calculation of gross remuneration are as follows:

- Basic pay
- Bonuses
- Vacation allowance
- Holiday bonus
- Gratuities

Deductions include company-owned apartment, company-sponsored day care, and similar benefits.

Different factors determine whether such payments and deductions increase or reduce the taxable income. Such factors include the statutory regulations of a country and, in some countries, the enterprise policy.

Individual gross values are grouped together as bases for taxes or social insurance (SI) contributions according to the specifications of a country, state or region and pay scale regulations for a profession. These gross cumulations are used to calculate specific values.

Some important gross cumulations are:

- Gross tax amount
- Gross social insurance amount

Other gross cumulations are assessment bases for calculating holiday bonuses, vacation allowances, or other employee bonuses.
Wage Types

Definition

Payroll and Personnel Administration objects used to differentiate between monetary amounts or time units that are used in different ways to calculate the employee's remuneration. In the SAP System monetary amounts or time units that serve different business purposes, and that are processed in different ways during the payroll run, are delimited from one another using wage types [Extern].

The Standard Pay wage type has a different business background to the Union Dues wage type.

You enter the number of hours in the Overtime wage type. During the payroll run the Overtime wage type is processed in a different way to the Monthly Salary wage type.

The Overtime Hours wage type is included in a basis for calculating average values [Extern] which is different to the Holiday Bonus wage type.

The standard SAP System contains a wage type catalog [Seite 219] with a large number of different wage types for different business tasks.

Use

There are two categories of wage types:

- Primary Wage Types
  - Primary wage types include:
    - Dialog wage types [Seite 213] that you enter when maintaining master data in the infotypes.
    - Time wage types [Seite 214] that the system forms using time information or that you enter online.
- Secondary Wage Types
  - Secondary wage types [Seite 215] are technical wage types generated by the system in Payroll during the payroll run.

These wage types have different purposes in the SAP system:

- A wage type is typically evaluated with a monetary amount that should be paid out to the employee or that they should withhold.
- It can also be used to cumulate several amounts for statistical evaluation.
- It can be used by the system in Payroll to temporarily store interim results, and to move from one step to the next.

The business task of a wage type determines whether it is entered online or is generated by the system, and how it is processed during the payroll run.
The *Standard Pay* wage type is used to assign the collectively agreed and fixed salary to an employee. It is therefore entered as a dialog wage type in the Basic Pay infotype (0008).

The *Total Gross Amount* wage type is used to cumulate all wage types that belong to an employee's total gross amount. It is therefore generated as a secondary wage type by the system during the payroll run.

The *Standard Pay* wage type is included in the *Total Gross Amount* wage type during the payroll run.

**Structure**

**Fields**

A wage type consists of the following fields:

- **AMT (Amount)**
  
  In the case of a standard pay wage type, for example, it contains the amount that the employee should receive.

- **RTE (Rate)**
  
  Contains the valuation basis [Extern] therefore in the case of an hourly wage type the hourly rate, which should be multiplied by the number of hours performed by the employee, during the payroll run.

- **NUM (Number)**
  
  In the case of a time wage type, for example, it contains a number of time units such as hours, which, during the payroll run, should be multiplied by the valuation basis that you specified for this time wage type in Customizing.

Depending on the wage type, one of the fields can be filled or entries can be available in two or all of the fields.

**Wage Type Characteristics**

A wage type is identified by the following characteristics:

- Characteristics that control the entry of the wage type on-line, for example.
  - Can data be entered on-line for an infotype, personnel area, or employee subgroup?
  - Is a wage type regarded as a payment or a deduction?
  - Direct or indirect valuation?
  - Can the amount be overwritten on-line when an indirect valuation is performed?
  - Rounding?

- Characteristics that determine how the wage type will be processed during the payroll run or the evaluation of the payroll results.
  - Processing Class [Seite 216]
  - Evaluation Class [Seite 217]
Wage Types

- Cumulation wage type [Extern], in which the wage type should be included
- Basis for calculating average value, in which the wage type should be included
- Valuation basis, in which the wage type should be included

Wage Type Groups

Several similar wage types are grouped together in wage type groups [Extern]

See also:

Assigning Wage Types to Wage Type Groups [Seite 236]
Using Wage Types [Seite 241]
Valuating Wage Types [Seite 296]
Dialog Wage Types

Definition
Primary wage type that you enter on-line.

Use
You enter a dialog wage type in the following infotypes in the SAP System:

- **Basic Pay** infotype (0008)
- **Recurring Payments and Deductions** Infotype (0014)
- **Additional Payments** infotype (0015)
- **EE Remuneration Info** infotype (2010)
- **External Bank Transfers** infotype (0011)
- **Time Quota Compensation** infotype (0416)

In some **Time Management** infotypes you can determine a different payment [Seite 282]. Here you also enter a wage type.

Apart from these internationally used infotypes there are additional nationally used infotypes.

The dialogue wage types are evaluated [Seite 297] in different ways.
Time Wage Type

Definition
Primary wage type that:

- The system makes available by means of time data information, if certain conditions that you defined previously have been filled
- You enter on-line

Use
Time wage types are selected by the system using time wage type selection [Seite 276] in Time Evaluation.

Time wage types are only written with a number (usually of hours) to the payroll program and, it is only at this point that they are evaluated [Seite 298].

Example
The standard system contains a model wage type Overtime Bonus 50%. You can use the customizing system to define conditions that must be met before the Overtime bonus 50% time wage type can be assigned to an employee.

Such conditions could be as follows:
- The employee must have worked at least 2 hours of overtime.
- The employee must have worked on a weekend.
- The employee must have worked on a public holiday.

Whenever the conditions you defined are met, the system automatically selects the time wage type Overtime bonus 50% for the employee in question.
Secondary Wage Type

Definition
A technical wage type generated by the system.

Use
You do not enter secondary wage types on-line. The system generates secondary wage types during the payroll run or derives them from particular factors.

Secondary wage types are also wage type that cumulate several wage types or temporarily store interim results.

Structure
The technical name of a secondary wage type always starts with the character (/), for example, /001.

Example
The standard system includes the secondary wage type /101 (Total Gross Amount). This wage type is created during the payroll run and is used to cumulate all of the wage types that pertain to an employee’s total gross amount.
Processing Class

Definition
A wage type characteristic that controls processing during payroll.

Use
There are different processing classes for the various processing steps that are carried out within payroll. During the payroll run, the system processes a wage type in a certain processing step according to its individual specification in the respective processing class.

The standard system contains processing classes that have different specifications. You can also create customer processing classes and specifications in Customizing for Payroll under Environment → Environment of Wage Type Maintenance → Processing and Evaluation Classes → Maintain Evaluation Classes and their Specifications [Extern].

Structure
A processing class has different specifications.

Example
In the standard system, processing class 15 determines how a wage type is valuated in accordance with the principle of averages.

The standard system permits the following specifications for processing class 15:

- Specification 1: Formula frame for averages over the last 3 months
- Specification 2: Formula frame for averages over the last 12 months
Evaluation Class

Definition

Wage type characteristic, which controls processing when evaluating and displaying the payroll results.

Use

There are various evaluation classes for the different processing steps within the evaluation and displaying of payroll results. During evaluation, the system processes a wage type in a certain processing step according to its individual specification in the respective evaluation class.

The standard system contains evaluation classes with different specifications. You can also create customer evaluation classes and specifications in Payroll Customizing under Environment → Environment of Wage Type Maintenance → Processing and Evaluation Classes → Maintain Evaluation Classes and their Specifications [Extern].

Structure

An evaluation class has different specifications.

Example

In the standard system, the specifications for evaluation class 02 control how a wage type is printed on a form.

- Specification 00: no printing on the form
- Specification 01: prints personal payments/deductions
- Specification 02: prints wage types included in the total gross amount
- Specification 03: prints wage types derived from time-based payments and included in the total gross amount
Wage Type Copier

**Definition**

Tool used for creating the customer-specific wage type catalog [Seite 220].

**Use**

We recommend that you only use the wage type copier within Customizing (Transaction OH11). It is available in all the steps in which you copy wage types. You find this, for example, in Customizing for Payroll under Environment → Environment of Wage Type Maintenance → Create Wage Type Catalog.

You can also call up the wage type copier outside of Customizing, using transaction PU30.

The wage type copier provides you with the following functions:

- **Copy wage types**
  
  You copy the model wage types, which are contained in your standard system, into the customer-specific name range. In this way you create your own customer-specific wage type catalog.

- **Delimit or delete wage types (time-based)**
  
  You can delimit or delete wage types that you no longer require.

  **Never** delete SAP model wage types.

  **Never** delete customer-specific wage types in a live system; only ever do this in a test system.

  We recommend that you do **not** delete or delimit customer-specific wage types. Instead, you should no longer allow them to be entered in infotypes. Then the wage type can no longer be used in your system. You also avoid the problems that could arise when deleting or delimiting wage types.

- **Check completeness of wage types**
  
  The wage types are created in tables. Table T512W (*Wage Type Valuation*) is a central table that must contain all the customer-specific wage types. You can carry out a test run to check if the wage types included in other tables are also contained in Table T512W. You receive a list of all the wage types that are **not** contained in Table T512W.

- **Documentation for model wage types**
  
  When you copy a model wage type to the customer-specific name range, the system also copies the documentation. You can change the documentation for the customer-specific wage type using transaction PDSY (*HR Documentation Maintenance*).
Wage Type Catalog

Definition
A directory of all the wage types used in Payroll.

Use
The wage type catalog in the standard system includes model wage types that are configured for the Payroll process. You generate your wage types by copying the model wage types to your customer name range. You can then modify the copies to suit your company-specific requirements.

⚠️
Only use customer-specific wage types in your live payroll run.

You edit the wage type catalog, for example:
- in Customizing for Personnel Administration under payroll data
- in Customizing for Payroll under Environment of Wage Type Maintenance → Create Wage Type Catalog.

For more information, see the Implementation Guide (IMG) for Personnel Administration under Payroll Data → Wage Type Concept.

Structure
- The SAP wage type catalog
  It includes all primary and secondary wage types required for Payroll.
- Customer-specific wage type catalog
  You create the customer-specific wage type catalog in Customizing by copying the SAP model wage types into the customer-specific name range.
Creating the Customer-Specific Wage Type Catalog

Use

You use the wage type copier [Seite 218] to create your own wage type catalog from the SAP wage type catalog, which contains all the model wage types. You copy the model wage types into your customer-specific name range and edit the copied wage types so that they meet your requirements.

We recommend that you create your customer-specific wage type catalog within the Customizing framework. This prevents you forgetting important Customizing settings. For example, certain wage type characteristics are already preconfigured and must not be changed for legal reasons.

Prerequisites

Obtain an overview of the wage types required at your company.

Features

You can create your wage type catalog by copying whole wage type groups [Extern] or using prototypes.

- **Copying Model Wage Types Assigned to a Wage Type Group [Seite 222]**
  
  If you do not have much experience of using the wage type catalog, it is best to use this procedure. The disadvantage of this procedure is that it is very time-consuming because you must completely configure each wage type you want to use.

- **Copying a Model Wage Type as a Prototype [Seite 224]**
  
  Only use this procedure if you have an exact overview of how you want to implement wage types in your company. This saves time because you must edit less customer-specific wage types in detail.

Activities

1. You copy the SAP model wage types to the customer-specific name range. You have the following options:
   - You copy all the model wage types for a whole wage type group.
   - You copy a model wage type as a prototype [Extern]
   - You use one of the wage types, which you have copied into your customer-specific name range within the framework of a wage type group, as a prototype.

2. If you want to define characteristics for your customer-specific wage types, which are different to the model wage types, then you must edit these wage types with regard to your dialog characteristics (for example, whether it is entered in the infotype) and the way it is dealt with in payroll (for example, processing classes and evaluation classes).
If you work with wage type groups you make this specification for every wage type; if you work with prototypes you make this specification for every prototype.

3. If you have copied a sample wage type into your customer-specific name range as a prototype, you then duplicate this prototype. In this way you generate several wage types with the same characteristics from this prototype. You can still correct prototypes you have copied, for example, to adjust them to suit the wage type text.
Copy the model wage types assigned to a wage type group.

You can create your customer-specific wage type catalog by copying model wage types for a wage type group from the SAP wage type catalog to the customer-specific name range. You can also copy just some of the model wage types assigned to a wage type group.

**Procedure**

1. Choose *Copy* in the initial screen of the wage type copier [Seite 218].
   
   The *Copy Wage Types* screen appears.
   
   - The *Test Run* function is active. We recommend that you carry out a test run first of all.
   
   - To use the wage type copier live, deactivate the *Test Run* function.

2. Choose *Wage Type Group* (change wage type group) and specify a wage type group.
   
   The wage types from the wage type group are displayed when you enter long and short texts.

3. Select the wage types you want to copy and choose *CWT* (Automatic Assignment of Customizing Wage Types).
   
   The *Wage Type Maintenance* dialog box appears.

4. Enter the necessary data and choose .
   
   Only use wage type names from the customer-specific name range, in other words, names that start with a digit. You can also enter the customer wage type names individually.
   
   The copied wage types are displayed with the copy of the long and short texts.

5. Adapt the wage type texts to meet your requirements, if necessary.

6. Select the wage types you want to copy, and choose .

**Result**

You have copied sample wage types from a wage type group into the customer-specific name range. A list of the copied wage types [Seite 227] is displayed for control purposes.

Your customer-specific wage types have the same wage type characteristics as the SAP sample wage types that you have copied. You can change these characteristics in all the steps in Customizing in which you edit wage type characteristics.

In Customizing for *Personnel Administration*, the *Wage Types* section is available in the *Payroll Data* unit for each infotype. Here you can edit valid wage types for this infotype.
Copying Model Wage Types Assigned to a Wage Type Group

In Customizing for Payroll under Environment → Environment of Wage Type Maintenance → Check Wage Type Characteristics [Extern] you can change the dialog characteristics of your customer-specific secondary wage types.
Copying a Model Wage Type as a Prototype

Copy Wage Types Screen

Enter the model wage type for the prototype and choose .

The wage type text for the sample wage type is displayed.

In the Customizing WT field (Customizing Wage Type) enter the customer-specific wage type name for the prototype and select .

Only use wage type names from the customer-specific name range, in other words, names that start with a digit.

Adapt the wage type texts to meet your requirements, if necessary.

Select the wage type and choose Copy.

Result

A model wage type is copied to the customer name range as a prototype. A list of the copied wage types is displayed for control purposes.

Your customer-specific wage types have the same wage type characteristics as the SAP sample wage type that you have copied. You can change these characteristics in all the steps in Customizing in which you edit wage type characteristics.

In Customizing for Personnel Administration, the Wage Types section is available in the Payroll Data unit for each infotype. Here you can edit valid wage types for this infotype.
Copying a Model Wage Type as a Prototype

In Customizing for Payroll under Environment → Environment of Wage Type Maintenance → Check Wage Type Characteristics [Extern] you can change the dialog characteristics of your customer-specific secondary wage types.
Duplicating a Wage Type

Use
You have copied a wage type as a prototype into your customer-specific name range and now want to duplicate it, so that you have several similar wage types available in your customer-specific wage type catalog.

In general you proceed as in copy model wage types for a wage type group.[Seite 222].

Prerequisites
You defined the wage type characteristics of the prototype in Customizing, to meet your requirements.

Procedure
3. Choose Copy in the initial screen of the wage type copier.[Seite 218].
   The Copy Wage Types screen appears.
   − The Test Run function is active. We recommend that you carry out a test run first of all.
   − To use the wage type copier live, deactivate the Test Run function.
2. In the Original WT field (Original Wage Type) enter the name of your prototype and choose .
   The wage type texts for the prototype are displayed.
3. Select the prototype and select 1 Duplicate WT (duplicate wage type).
   The Wage Type Maintenance dialog box appears.
5. Enter the necessary data and choose.
   Only use wage type names from the customer-specific name range, in other words, names that start with a digit. You can also enter the customer wage type names individually.
6. Adapt the wage type texts to meet your requirements, if necessary.
7. Select the wage types you want to copy, and choose Copy.

Result
You have duplicated the prototype. A list of the copied wage types.[Seite 227] is displayed for control purposes.
List of Copied Wage Types

Definition
Overview of the wage types that you have copied in the customer-specific name range and the SAP system tables that belong to them.

Use
The list of the copied wage types is displayed at the end of a copying procedure in the wage type copier [Seite 218]. You can use the list to determine whether

- you have to reprocess table entries manually
  These tables are highlighted in yellow in the tree structure
- a table is locked by another user so that no changes can be made
  These tables are highlighted in red in the tree structure

Do not leave the wage type copier if tables are locked by other users. The information that you have already entered for copying the wage types is therefore not lost. Instead, ask the other users to leave the table. After they have come out of the table in question, you can edit the wage type.

Structure
The list of the copied wage types is represented by the system as a tree structure. It contains

- A list of all tables into which wage types have been copied by the system or should be copied.
- Information on which copied wage types are assigned to the corresponding tables.
  The assignment of the wage type to the table either takes place using the key or the function part of the table:
  - Key
    In this case the table field, which the wage type name contains, is part of the table key. In such tables the system copied the entries.

<table>
<thead>
<tr>
<th>Table T511 (Wage Types) has the following key fields:</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
</tr>
<tr>
<td>99</td>
</tr>
<tr>
<td>3333</td>
</tr>
<tr>
<td>99991231</td>
</tr>
</tbody>
</table>

In this table the wage type name is part of the key. The wage type could have been copied by the system.
List of Copied Wage Types

- Function part

In this case, the wage type name is included in the function part of the table rather than the key. The function part of a table consists of all the fields that do not belong to the table key. If the wage type name is in the function part of the table, it is not possible to simply copy the table, because then the table will have several entries with the same key.

In such tables the system could not automatically copy the wage type. You must therefore copy wage types manually [Seite 229].
Copying Wage Types Manually

Use

In the list of copied wage types [Seite 227] the SAP tables, in which the system can not copy the model wage types to the customer-specific name range, have a yellow background. You must copy these wage types manually.

Prerequisites

You have copied model wage types to your customer name range using the wage type copier [Seite 218], and are now in the list of copied wage types.

Procedure

You have two editing possibilities:

Overwrite in Customizing

We recommend this procedure.

1. Click on the text Wage type is Not a Key Field, Please Maintain Manually, which is displayed with a yellow background.
   
   You access the section in Customizing where you can call up the appropriate activity to edit the wage type.

2. Call the activity.

3. Overwrite the name of the model wage type with your customer wage type name.

Overwrite Directly

In the list of copied wage types, flag the wage type you want to edit, and choose Overwrite.

This procedure is useful if you have to edit a lot of wage types manually.
Time-Based Delimitation of a Wage Type

Use

If you no longer need a customer-specific wage type, you can delimit this wage type (time-based) using the wage type copier. It is then no longer available in your system.

⚠️ Never delimit SAP model wage types.

Never delimit customer-specific wage types in a live system; only ever do this in a test system.

We recommend that you do not delimit wage types with respect to time, as this can cause problems during the Payroll run. Instead, you should define in Customizing that the wage type should no longer be permitted for entry in any infotype. For example, you have the possibility of doing this for each infotype in Customizing for Personnel Administration in the section Payroll Data [Extern].

Prerequisites

You have copied SAP model wage types to the customer name range.

Procedure

1. Choose Delete in the initial screen of the wage type copier [Seite 218]. The Delete Wage Types screen appears.

2. In the column Delete WT (wage type to be deleted), enter the name of the wage types that you want to delimit with respect to time.

3. Select the wage types that you want to delimit.

4. Select Limit wage types according to time until... and enter the delimitation date.

⚠️ The delimitation date must be a payroll period after the date from which you no longer need the wage type. The system still needs the wage type for another payroll period, to be able to import the payroll result from the previous period.

5. Choose Delete.

A list of the deleted wage types [Seite 234] is displayed.

Result

The system makes the following changes in the SAP System tables:

- In the date-dependent tables, the system sets the end date of the selected wage type to the delimitation date you have specified. The wage type is still available in this table, but can only be used up until this delimitation date.

  Example: Table T512W (Wage Type Evaluation)
In the tables that are not date dependent, the system cannot delimit the wage type. The following options are available:

- If the wage type to be delimited is part of the table key, it is deleted. This means that you will no longer be able to copy the wage type.
  
  Example: Table T555K (Transfer to Time Wage Types)

- If the wage type to be delimited is not part of the key, you have to manually delimit [Seite 235] the wage type.
Deleting Wage Types

Use
If you no longer need a customer-specific wage type, you can delete this wage type from the wage type catalog using the wage type copier. It is then no longer available in your system.

⚠️ Never delete SAP model wage types.

Never delete customer-specific wage types in a live system; only ever do this in a test system.

We recommend that you do not delete wage types, as this can cause problems during the Payroll run. Instead, you should define in Customizing that the wage type in question should no longer be permitted for entry in any infotype. For example, you have the possibility of doing this for each infotype in Customizing for Personnel Administration in the section Payroll Data [Extern]. As an alternative we recommend that you do not delete the wage type, but rather that it should be delimited with respect to time [Seite 230].

Prerequisites
You have copied SAP model wage types to the customer name range.

Procedure
2. Choose Delete in the initial screen of the wage type copier [Seite 218].

   The Delete Wage Types screen appears.

2. In the column Delete WT (wage type to be deleted), enter the name of the wage types that you want to delete.

⚠️ Only specify wage type names from your customer name range.

3. Select the wage types you want to delete.
4. Select Delete Wage Types.
5. Choose Delete.[/Courier]

A list of the deleted wage types [Seite 234] is displayed.

Result
The system makes the following changes in the SAP System tables:

- If the wage type name is in the table key, the system deletes all table entries for the selected wage type.

- If the wage type name is not in the table key, but is contained in the function part of the table, then the system can not delete the entry. These table entries must therefore be deleted manually [Seite 235].
Deleting Wage Types

The deleted wage type is neither available for wage type copying or for other activities in the SAP system.
List of Deleted Wage Types

Definition
Overview of the customer wage types that you have deleted or delimited with respect to time, and the SAP system tables which belong to them.

Use
The list is displayed if you have deleted or delimited customer wage types in the wage type copier [Seite 218]. You can use the list to determine whether

- you have to reprocess table entries manually
  - These tables are highlighted in yellow in the tree structure
- a table is locked by another user so that no changes can be made
  - These tables are highlighted in red in the tree structure

⚠️ Do not leave the wage type copier if tables are locked by other users. Otherwise, the information that you have already entered for deleting or delimiting the wage types gets lost. Instead, ask the other users to leave the table. After they have come out of the table in question, you can edit the wage type.

Structure
The list of the deleted wage types is represented by the system as a tree structure. It contains

- A list of all the tables in which wage types have been, or should have been, deleted or delimited by the system.
- Information on which deleted /delimited wage types were assigned to the corresponding tables.

  The assignment of the wage type to the table either takes place using the key or the function part of the table. For more information, see the list of copied wage types [Seite 227].

  - If the table field, which contains the wage type names, is part of the table key, the system has deleted or delimited the entry with respect to time.
  - If the wage type name is contained in the function part of the table, the system could not automatically delete or delimit the wage type with respect to time. You must therefore delimit or delete these wage types manually [Seite 235].
Deleting or Delimiting Wage Types Manually

Use
In the list of deleted wage types [Seite 234] the SAP tables, in which the system can not delete or delimit the customer-specific wage types, have a yellow background. You must delete or delimit these wage types manually.

Prerequisites
You have delimited or deleted customer-specific wage types using the wage type copier [Seite 218] and are now in the list of deleted wage types.

Procedure
You have two editing possibilities:

Delete or Delimit in Customizing

We recommend this procedure.

1. Click on the text Wage type is Not a Key Field, Please Maintain Manually, which is displayed with a yellow background.

   You access the section in Customizing where you can call up the appropriate activity to edit the wage type.

2. Call the activity.
3. Delete the customer-specific wage or delimit it with respect to time.

Delete Directly or Delimit (Time-Based)
In the list of deleted wage types, flag the wage type you want to delete or delimit, and choose Delete or Delimit.

This procedure is useful if, for example, you have to delete or delimit a lot of wage types manually.
Assigning Wage Types to Wage Type Groups

Use

The customer-specific wage types, which you have copied from SAP model wage types, are automatically assigned to the same wage type group [Extern] as the model wage types. You can change this assignment. Moreover, you can also obtain an overview of the assignment of wage types to wage type groups.

⚠️

The assignment of wage types to logical views [Extern] takes place using wage type groups. If you remove a wage type from a wage type group, it is no longer available in the logical view to which the wage type group is assigned for editing of the wage type characteristics.

Scope of Function

In transaction PU98 (Assign Wage Types to Wage Type Groups) you have the following options:

- Assign customer wage types to a wage type group

💡 After a release upgrade from Release 2.1 or 2.2 to Release 3.0 or higher, you must assign all customer-specific wage types to a wage type group. Wage type groups were only introduced with Release 3.0 of the SAP-R/3 System. This means that you must include wage types created in Release 2.1 or 2.2 in wage type groups.

- Delete customer wage types from a wage type group

When you have created a customer wage type catalog, you can delete a customer wage type from a wage type group.

- Display all wage types that are not assigned to a wage type group

You can display the customer wage types that have not been assigned to a wage type group.

- Display all wage types assigned to a particular wage type group

For example, you can display all wage types assigned to the (Basic Pay) wage type group (0008).

- Display assignment of wage types to wage type groups

You can display the wage type groups to which one or several wage types are assigned.

If you want to display the assignment of more than one wage type, you have the following options:

- Display the **total quantity**: All of the wage type groups containing at least one of the selected wage types are displayed.

- Display the **common quantity**: The wage type groups containing all of the wage types are displayed.
Displaying the Assignment of Wage Types to Wage Type Groups

Use
If, for example, you delete a customer-specific wage type from a wage type group and you want to assign it to another wage type group, you can first of all check to see the wage type groups to which this wage type is already assigned.

Procedure
1. Select transaction PU98.
2. In the Template Using Model Wage Types block, choose the entry All Wage Types.
3. Select the wage types whose assignment to wage type groups you want to check.
4. Select one of the following indicators:
   - Total quantity
     All of the wage type groups containing at least one of the selected wage types are displayed.
   - Common quantity.
     The wage type groups, in which all the selected wage types are contained, are displayed.
5. Choose Display Groups.

Result
In the Wage Type Groups block, depending on the indicators you have selected, the corresponding wage type groups are flagged:

- to which at least one of the selected wage types is assigned
- to which all of the selected wage types are assigned
Deleting Customer Wage Types from a Wage Type Group

Use
You want to change the assignment of a customer-specific wage type to the wage type groups. You want to delete the wage type from a wage type group and now want to assign it to another wage type group.

Procedure
1. Select transaction PU98.
2. In the Wage Types to be Assigned block, choose the Customer-Specific Wage Types entry.
   A list is displayed of all customer wage types.
3. Select the customer wage type that you want to delete from a wage type group.
4. In the Wage Type Groups block, select the wage type group from which the wage type should be deleted.
5. Select the Delete indicator.
6. Choose Group assignment.
   The Delete Wage Types in the Wage Type Groups dialog box appears. A dialog box is displayed for control purposes telling you which wage types are deleted from which wage type groups.
7. Choose .

Result
The customer wage type is deleted from the selected wage type group.
Assigning Customer Wage Types to a Wage Type Group

Use

You want to change the assignment of a customer-specific wage type to the wage type groups. You have deleted the wage type from one wage type group and now want to assign it to another wage type group.

After changing from Release 2.1 or 2.2 to Release 3.0 or a later release, you have to first of all assign all the customer-specific wage types, which you created in earlier releases, to a wage type group.

We recommend that you proceed as follows:

1. Choose a customer wage type to be assigned.
2. Select a model wage type that corresponds to the customer wage type.
3. Display the wage type groups [Seite 238], to which the selected model wage type is assigned.
4. Assign the customer wage type to these wage type groups.

Procedure

1. Select transaction PU98.
2. In the Wage Types to be Assigned block, choose the Customer-Specific Wage Types entry.
   A list is displayed of all customer wage types.
3. Select the customer wage type that you want to assign to a particular wage type group.
4. In the Wage Type Groups block, select the wage type group to which the wage type should be assigned.
5. Flag the Insert indicator.
6. Choose Group assignment.
   The Add Wage Types to Wage Type Groups dialog box appears. A dialog box is displayed for control purposes telling you the wage types you have assigned to the wage type groups.
7. Choose ✅.

Result

The customer wage type is assigned to the selected wage type group.
Using Wage Types

Use

The function enables you to obtain an overview of the wage type characteristics for all the primary and secondary wage types that you use. You might want to do this to compare the characteristics of different wage types, for example, or to obtain an overview of the status of your wage types within the system.

To obtain the overview, run report program RPDLGA20 (Use of Wage Types in Payroll). The report generates a list of the wage types available for a selected country.

Scope of Function

The report only evaluates the wage types that affect the Behavior of a Wage Type in Payroll, and not the characteristics that determine the Behavior of a Wage Type On-Line.

The list is arranged according to wage type characteristics and their specifications. The wage types, which are assigned to the following wage type characteristics, are displayed.

- Processing classes
- Evaluation classes
- Cumulations
- Bases for calculating averages
- Valuation bases

In the wage type utilization list, the personnel areas that belong to the selected country are displayed.
Creating a Wage Type Utilization List

Creating a Wage Type Utilization List

1. Choose Human Resources → Payroll → Environment → Wage Type Utilization.

2. In the Country Grouping field of the Selection block, enter the country grouping for which you want to check the wage type utilization.

3. In the Wage Type Validity field enter a validity period.
   The system only displays the usage of the wage types that are valid within this validity period.

4. If necessary, restrict the evaluation to one or several wage types, by entering it in the Wage Type field.

5. Select Display Logical Views, if necessary.
   In the generated tables or tree structure, all the logical views [Extern] in which you can edit the corresponding class are displayed for the processing classes, evaluation classes and cumulations, if you flag this option. If there is an IMG section corresponding to the logical view, this will be displayed. You can navigate from the wage type utilization list to the corresponding IMG activity and make the changes there.

6. In the Output block, select the required output form.
   - To display a list with a hierarchical structure, choose Table.
     If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.
     In the tables you can double click on a line of the table (for example, Processing Classes) to navigate to the detailed view for the corresponding table entry.
   - To display a list with a tree structure, choose Tree Structure.
   - To obtain a non-hierarchical list of the wage type characteristics, choose Continuous List.
     If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

7. Choose Program → Execute.
Wage Type Split

Definition

The division of payroll periods into partial periods when entries in different infotypes have been changed. The wage types are assigned to these partial periods.

The wage type split has the following significance in the payroll results:

- It defines changes to infotypes for the exact day and indicates these periods in the payroll results using a two-digit number: the split indicator.
- It provides a link from the Results Table RT to other payroll tables. The information relevant for the split is assigned to the infotype using this table.

The Work Center-/Basic Pay Split (WPBP-Split) [Extern] provides a link to table WPBP:

Use

The system uses the following wage type splits:

<table>
<thead>
<tr>
<th>Wage Type Split</th>
<th>Use if</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Center-/ Basic Pay Split (WPBP-Split)</td>
<td>an employee's work center and/or basic pay change within a payroll period</td>
</tr>
<tr>
<td>Wage Type Split</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cost Accounting Split (KR-Split)</td>
<td>an employee's assignment to a cost center changes within a payroll period</td>
</tr>
<tr>
<td>Split for Different Payments (ALP-Split)</td>
<td>an employee carries out substitution during a payroll period and is remunerated differently than normal.</td>
</tr>
<tr>
<td>Absence Split (AB-Split)</td>
<td>an employee is absent once or several times (for example, leave or illness) during a payroll period.</td>
</tr>
<tr>
<td>Bank-Transfer-Split (BT-Split)</td>
<td>an employee has one main bank account and one, or several, secondary bank accounts.</td>
</tr>
<tr>
<td>Variable Split (VO-Split)</td>
<td>there is special information available for an employee for a payroll period, for example, information on a garnishment, a loan or a company car</td>
</tr>
<tr>
<td>Country-Specific Splits (C1-Split, C2-Split, C3-Split)</td>
<td>there is country-specific information available for an employee for tax, social insurance and so on.</td>
</tr>
</tbody>
</table>

The WPBP-split is displayed as AP-split in the RT table because of space restrictions.
Wage Type Split: Example 1

An employee's standard pay is changed on January 10 in the Basic Pay (0008) infotype:

01.01. 10.01. 31.01.

- Standard Pay wage type (MA10)

- Work Center-/Basic Pay Split (WPBP)

Wage type MA10 is available with a Work Center-/Basic Pay Split (WPBP-Split). The WPBP-split covers two partial periods that are indicated in the payroll results with split indicators:

<table>
<thead>
<tr>
<th>Time Characteristic</th>
<th>Representation in the Payroll Results (Table RT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date</td>
<td>End date</td>
</tr>
<tr>
<td>01.01.</td>
<td>09.01.</td>
</tr>
<tr>
<td>10.01.</td>
<td>31.01.</td>
</tr>
</tbody>
</table>
Wage Type Split: Example 2

An employee’s standard pay is changed on January 12 in the Basic Pay (0008) infotype: A Work Center-/ Basic Pay Split (WPBP-Split) is created as a result. The employee also takes leave twice in this payroll period. Wage type AB01 is generated to calculate the absences. An Absence Split (AB-Split) exists for this wage type.

<table>
<thead>
<tr>
<th>Start date</th>
<th>End date</th>
<th>Wage type</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.01.</td>
<td>11.01.</td>
<td>ABO1 01</td>
</tr>
<tr>
<td>12.01.</td>
<td>31.01.</td>
<td>ABO1 02</td>
</tr>
</tbody>
</table>

Wage type AB01 is taken from the system and split up among the WPBP periods. Wage type AB01 is available with a Work Center-/Basic Pay Split (WPBP-Split) and an Absence Split (AB-Split). Both the WPBP-split and the AB-split cover two partial periods that are indicated in the payroll results with split indicators:

<table>
<thead>
<tr>
<th>Start date</th>
<th>End date</th>
<th>Wage type</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.01.</td>
<td>15.01.</td>
<td>ABO1 01</td>
</tr>
<tr>
<td>25.01.</td>
<td>31.01.</td>
<td>ABO1 02</td>
</tr>
</tbody>
</table>

Both splits are represented in the payroll results as follows:

<table>
<thead>
<tr>
<th>Start date</th>
<th>End date</th>
<th>Wage type</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.01.</td>
<td>11.01.</td>
<td>ABO1 01</td>
</tr>
</tbody>
</table>

Wage Type Split: Example 2

<table>
<thead>
<tr>
<th>Time Characteristic</th>
<th>Representation in the Payroll Results (Table RT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date</td>
<td>End date</td>
</tr>
<tr>
<td>01.01.</td>
<td>11.01.</td>
</tr>
<tr>
<td>12.01.</td>
<td>31.01.</td>
</tr>
</tbody>
</table>

Absence Split

<table>
<thead>
<tr>
<th>Time Characteristic</th>
<th>Representation in the Payroll Results (Table RT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date</td>
<td>End date</td>
</tr>
<tr>
<td>01.01.</td>
<td>15.01.</td>
</tr>
<tr>
<td>25.01.</td>
<td>31.01.</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>12.01</td>
<td>15.01</td>
</tr>
<tr>
<td>25.01</td>
<td>31.01</td>
</tr>
</tbody>
</table>
Payments

Definition

Payments that the employee is entitled to according to the employment contract (= stipulated in the employment contract) or that they accrue (= paid voluntarily by the employer).

The individual payments form the basis for the calculation of an employee’s gross remuneration, which is the core part of payroll. Gross remuneration is the starting point for the calculation of social insurance and tax payments, and also for the calculation of net remuneration.

Structure

In the SAP System, payments are split into the following categories according to their characteristics:

- **Basic pay**
  
  Basic pay consists of the fixed wage and salary elements that are paid in every payroll period. You enter them in the form of wage types in the [Basic Pay(0008)](Seite 249) infotype.

- **Recurring payments and deductions**
  
  Recurring payments and deductions are paid or retained with fixed frequency. The system determines the payments using factors such as overtime, leave or substitutions. You enter the wage types which illustrate these factors in the [Recurring Payments and Deductions (0014)](Seite 257) infotype. In the processing stage, the system uses the Customizing settings representing the collective agreement.

- **Additional Payments**
  
  Additional payments are wage and salary elements that are not usually paid in each payroll period, and that are not paid at regular intervals. You enter them in the [Additional Payments(0015)](Seite 260) infotype.
Basic Pay (Infotype 0008)

You can store the employee’s basic pay in the Basic Pay infotype (0008). You get an overview of the employee’s payroll history using the infotype history.

The standard system contains the following reference types:

- Subtype 0: Basic contract
- Subtype 1: Increase basic contract
- Subtype 2: Comparable domestic pay
- Subtype 3: Refund of costs in foreign currency
- Subtype 4: Local weighting allowance

You can process the Basic Pay infotype (0008) on its own or during a personnel action. If you want to create a new infotype record, enter the reference type on the screen Maintain HR Master Data. The reference type is already set if you carry out a personnel action.

Pay scale

The system automatically proposes the Pay Scale Type and the Pay Scale Area. However, you can overwrite these values.

Wage types

If you want to insert an infotype record, the system automatically suggests the wage types. There are a few wage types which you can not overwrite or delete. You can enter up to 20 wage types.

⚠️

When an employee leaves a company you are not permitted to delimit the Basic Pay infotype (0008). Basic payroll data must remain in the system. This is the only way of ensuring the accuracy of any retroactive accounting runs that need to be performed.

See also:

Enter Basic Pay [Seite 250]
Performing a Personnel Action [Seite 253]
Performing a Standard Pay Increase [Seite 255]
Editing Basic Pay

Procedure

1. Choose the menu path Human Resources → Personnel Management → Administration → HR Master Data → Maintain.

   You access the Basic Pay infotype (0008) by calling up the Display HR Master Data, Maintain HR Master Data or Personnel Actions screens.

2. Check the entries from the collective agreement. If necessary, change the pay scale structure assignment.

3. Check the default wage types from the wage type model.

4. Enter an amount for directly valuated wage types.

   Directly valuated wage types with no values entered in the Amount, Number and Unit fields are not saved.

5. If necessary, enter a number and a unit for indirectly valuated wage types, for example, for wage types whose amount is calculated as a percentage of the sum of other wage types.

   The amount of the indirectly valuated wage types is only displayed, but is not saved. If your Customizing settings specify that indirect valuation is only valid until a date prior to the validity end date of the infotype record in the Basic Pay infotype (0008), an appropriate message will be displayed. If this is the case you can re-enter the date on which indirect valuation should take place, in the Ind.Val. field.

   For indirect valuations, an infotype record must be created for the employee in the Planned Working Time infotype (0007).

   Indirectly valuated wage types must not be overwritten because the indirect valuation will therefore be lost.

   You can enter a maximum of twenty wage types for each employee. If your Customizing settings permit fewer wage types, fewer lines will be available.

6. If necessary, delete any default wage types that are not required.

7. Check the total amount of the wage types.

   The total payment amount is calculated by the system. All wage types to be included in the total amount, in accordance with the Customizing settings, are flagged in field A (Add to Total Amount).

8. Choose .

   Depending on the Copy Default Values for Infotypes feature (DFINF), the values in the Pay Scale Type, Pay Scale Area, Capacity Utilization Level and Work Hours/Period fields will be redefined, but not copied. The values in the Capacity Utilization Level and Work Hours/Period fields are copied if the values in the old infotype record do not correspond to the default values at that time.
If you copy the infotype record in a batch input session and change the validity start date, you should first enter a date in the *From* field and then copy the data. You can then enter data in other fields, (for example, *Wage Types*).

For more information on editing basic pay, see Performing a Pay Scale Reclassification [Seite 253].
Pay Scale Reclassification

Use
A pay scale reclassification is the transfer of an employee to a different pay scale group and possibly to a different pay scale level. As a result of this transfer, the employee receives the remuneration for the new pay level assignment.

A pay scale reclassification is usually performed in a payroll period prior to the payroll run. The pay scale reclassification must always take place before the standard pay increase.

Activities
You carry out the pay scale reclassification using Report RPITUM00.

The system takes the basis for the pay scale reclassification from Customizing. For more information, see the Implementation Guide (IMG) for Personnel Management under Personnel Administration → Payroll Data → Basic Pay → Pay Scale Changes → Pay Scale Reclassification [Extern].

Alternatively, you can enter a different date for the next increase in the Basic Pay infotype (0008). This alternative date overrides the entries in Customizing.
Performing A Pay Scale Reclassification

Procedure
1. Choose System → Services → Reporting.
2. In the Program field enter report RPITUM00 and choose .
   The selection screen for the report is displayed.
3. In the sections Period, Selection and Further Selections, enter the selection criteria you want to use to perform a pay scale reclassification. For example, you can make a selection according to payroll administrator or a specific organizational unit.
4. Enter the following parameters in the Data Relevant for Batch Input section:
   a. Choose Create Batch Input Session.
   b. Enter the additional parameters.
   c. If necessary, enter the pay scale structure for which you want to perform a pay scale reclassification.
      These entries further restrict the selected employees.
5. Choose .
   If you do not select Create Batch Input Session, the pay scale reclassification will only be simulated. A results log is displayed, that you can evaluate as required.
   You can use reports RPLTRF00, RPLTRF10, and RPSTRF00 to generate lists containing employees employed on a key date with the pay scale structure and additional information on the current pay scale assignment. For more information, see the report documentation.
6. Process the batch input session.

Result
As a result of the pay scale reclassification, the pay scale structure for the employee in the Basic Pay infotype (0008) will be updated. If you have not reset the default value (1601) of the Action/Action for Pay Scale Reclassification parameter, the action performed will also be logged in the Actions infotype (0000).
Standard Pay Increase

Use
You may encounter automatic standard pay increases for employees whose basic pay has been calculated indirectly, based on the assignment to a particular pay scale structure, in accordance with the Customizing settings. For more information, see the Implementation Guide (IMG) for Personnel Management under Personnel Administration → Payroll Data → Basic Pay → Pay Scale Changes → Pay Scale Increase.

Scope of Function
The system differentiates between the following types of standard pay increases:

Simple Standard Pay Increase
The amounts in the Customizing settings are increased by a specific amount or percentage rate.

Extended Standard Pay Increase
The history in the Basic Pay infotype (0008) is updated. You can also modify directly valuated wage types and use different increase variants. You can use increase variants, for example, to insert new wage types, replace existing wage types with new ones, or delimit existing wage types without replacement.

In the following cases, you can use an extended standard pay increase in addition to a simple standard pay increase:

- You want to update the history in the Basic Pay infotype (0008). This applies to those employees whose pay was adjusted using a simple standard pay increase because of its assignment to a pay scale structure.

  The extended standard pay increase saves infotype records in database PA0008. This reduces memory space on the hard disk.

- You want to use additional increase variants for directly and indirectly valuated wage types.
Effecting a Standard Pay Increase

Simple Standard Pay Increase

1. Choose System → Services → Reporting.
2. In the Program field enter report RPU51000 and choose .
   The selection screen for the report is displayed.
3. In the Pay Scale Group, Pay Scale Level and Wage Type fields, enter the employees who should receive a standard pay increase. Enter the date from which the Customizing settings should be changed.
4. In the Increase and Rounding sections, enter the necessary data, for example, an increase amount or an increase percentage rate.
5. Choose .
   The amount of the indirectly valuated wage types is adjusted according to the data in the Customizing settings. No new infotype records have been created in the Basic Pay infotype (0008).

For more information, see the IMG for Personnel Management under Personnel Administration → Payroll Data → Basic Pay → Pay Scale Changes → Pay Scale Increase, or under Personnel Administration → Payroll Data → Basic Pay → Revise Pay Scale Groups and Levels.

Extended Standard Pay Increase

1. Choose System → Services → Reporting.
2. In the Program field enter report RPITRF00 and choose .
3. In the Selection section, enter the selection criteria you want to use to effect an extended standard pay increase. For example, you can make a selection according to administrator, or a specific organizational unit.
4. Enter the following parameters in the Further Selections section:
   a. Choose Batch Input.
      If you do not select Batch Input, the pay scale reclassification will only be simulated. A results log is displayed, that you can evaluate as required.
   b. If necessary, enter the pay scale structure for which you want to effect a standard pay increase.
   c. Enter the additional parameters.
      These entries further restrict the selected employee headcount.
5. Choose .
6. Process the batch input session.
Effecting a Standard Pay Increase

The payments for the selected employees have been adjusted in accordance with the data specified in Customizing. New infotype records have been created in the Basic Pay infotype (0008).
Recurring Payments/Deductions (Infotype 0014)

In the Recurring Payments/Deductions infotype (0014), you can enter an amount and/or a value and a unit of measurement for a wage type that is always paid or deducted during payroll. Recurring payments/deductions are wage elements which are paid or deducted in every payroll period. In contrast to additional payments, recurring payments/deductions are paid or deducted within a defined periodicity.

In addition, you have the possibility to enter default cost assignment settings for recurring payments/deductions for the application component Controlling (CO). You can store a different cost center and company code combination than the one in the Organizational Assignment infotype (0001); the additional payments will then be charged to this cost center. Select Edit → Maintain cost assignment. The Default Cost Assignment Settings dialog box appears. Enter the relevant data. If any data has already been entered for the cost assignment it will be displayed on the infotype single screen. You can set up further controlling objects using customizing in the section Enter Default Cost Assignment Settings [Extern] in Personnel Administration.

The standard system contains, amongst others, the following wage types:

- Subtype M110: Vacation allowance
- Subtype M120: Holiday bonus
- Subtype M130: Standard special payment
- …

Recurr. Pay/Deduc

Enter the wage type that is to be paid or deducted in the Wage Type field. In conjunction with the Wage type you must process either the Amount field or the Number and Unit fields. The system checks the combination you entered. The currency is defaulted according to the company code. This can be overwritten.

Date of Payment

A wage type is only paid in certain periods or on certain days. These periods or days can be defined either in the 1st payment period and Interval in periods fields, thus defining the interval to the next and all subsequent periods, or in the 1st payment date and Interval/Unit fields, thus defining the interval to the next day and all subsequent days. Enter the payment period without the payroll year. The subsequent payment periods will be determined by adding the intervals.

If the report RPCDTSB0 (Preliminary Data Medium Exchange Program for Separate Payment Run) has created a preliminary document for a wage type transfer, the Transfer field is displayed on the infotype screen. You can not delete the wage type in this case.

See also:

Define Recurring Payments and Deductions [Seite 259]
Country-Specific Features

Processing Recurring Payments and Deductions

Use

Using recurring payments and deductions you determine the wage and salary components which under normal circumstances you pay or deduct from an employee. You can pay bonuses for travel costs or holiday pay, for example.

You can enter an additional payment that differs from the cost assignment in the Organizational Assignment infotype (0001) for recurring payments and deductions. If this is the case, the recurring payment/deduction will be taken from the cost center that differs from the master cost center.

Defining Recurring Payments and Deductions

2. Enter the personnel number of the employee concerned and choose the Recurring Payments and Deductions infotype (0014).
3. Choose .
4. Enter the data required in the fields.

The entries in the Amount and Number/Unit fields depend on the selected wage type. For directly valuated wage types, enter the amount and the number or unit. This is not necessary for indirectly valuated wage types.

You can either make entries in the First Payment Period and Interval in Periods field, or in the First Payment Date and Interval/Unit field. If you have entered the first payment period and the interval in periods, you cannot enter data for the payment date and interval/unit, and vice versa.

5. Choose .

Defining Recurring Payments and Deductions for Varying Account Assignments.

1. On the Recurring Payments and Deductions screen choose .

The Cost Assignment Defaults dialog box appears.

2. Enter the different assignments.
3. Choose Transfer.

You have created a cost assignment for a recurring payment/deduction that differs from the cost assignment in the Organizational Assignment infotype (0001).
Additional Payments (Infotype 0015)

In the infotype Additional Payments (0015), you can enter an amount and/or a value and a unit of measurement in a wage type; these are always paid or deducted in a certain period during payroll. Additional payments are wage elements which are not paid or deducted in every payroll period in contrast to recurring payments and deductions which are paid or deducted within a defined periodicity.

In addition, you have the possibility to enter default cost assignment settings for additional payments for the application component Controlling (CO). You can store a different cost center and company code combination than the one in the Organizational Assignment infotype (0001); the additional payments will then be charged to this cost center. Select Edit → Maintain cost assignment. The Default Cost Assignment Settings dialog box appears. Enter the relevant data. If any data has already been entered for the cost assignment it will be displayed on the infotype single screen. You can set up further controlling objects using customizing in the section Recording Cost Assignment Specifications [Extern] in Personnel Administration.

The standard system contains, amongst others, the following wage types:
- Subtype M110: Vacation bonus
- Subtype M120: Christmas bonus
- Subtype M30: Special payment
- ...

Additional Payments

Enter the wage type that is to be paid or deducted in the Wage Type field. In conjunction with the Wage type you must process either the Amount field or the Number and Unit fields. The system checks the combination entered. The currency is defaulted according to the company code. This can be overwritten.

The system uses the last day of the current payroll period as the date of origin of the additional payment. You can overwrite this default value by
- entering another date in the field Date of origin
- entering the required payroll period and payroll year in the fields Default date.

If you enter a different payroll period in the fields Default date the system defaults the last day of the specified payroll period as the date of origin.

💡

If the report RPCDTBX0 (Preliminary Data Medium Exchange Program for Separate Payment Run) has created a preliminary document for a wage type transfer, the Transfer field is displayed on the infotype screen. You can not delete the wage type in this case.

See also:

Edit Additional Payments [Seite 261]
Processing Additional Payments

Use
By means of additional payments an employee can receive a one off payment on a fixed date, for example, on their anniversary of years of service.

You can also transfer wage types stored in the Additional Payments infotype (0015) gross for net as an unqualified advance payment [Seite 137] before the actual payment date.

Creating Additional Payments
2. Enter the personnel number of the employee concerned, and choose the Additional Payments infotype (0015).
3. Choose .
4. Enter the required data in the fields.

The entries in the Amount and Number/Unit fields depend on the selected wage type. For directly valuated wage types, enter the amount and the number or unit. This is not necessary for indirectly valuated wage types.

For the date on which the additional payment should take place, the system suggests the last day of the current payroll period from the payroll control record. You can overwrite the default value by entering another payroll period.

5. Choose .

Entering Additional Payments for Varying Account Assignments
You can enter an additional payment that differs from the cost assignment in the Organizational Assignment infotype (0001). If this is the case, the payment will be deducted from the cost center that differs from the master cost center.

Procedure
1. On the Create Additional Payments screen, choose .

The Cost Assignment Defaults dialog box appears.
2. Enter the different assignments.
3. Choose Transfer.

You have created a cost assignment for an additional payment that differs from the cost assignment in the Organizational Assignment infotype (0001).
Standard Wage Maintenance

Use

You can use this function to guarantee wage or salary payments for an employee if his or her pay has decreased. The difference between the current pay and guaranteed pay is calculated by the system and is known as the standard wage maintenance amount. The different collective agreements include various types of standard wage maintenance clauses for salaried and hourly-paid employees.

You can create different wage maintenance types for your employees, for example:

- Wage maintenance in the event of a pay scale downgrade
- Provision for old age
- Wage maintenance as part of a social compensation plan or similar action.

You can define a fixed wage maintenance amount, or you can project the amount, in other words, you can reduce or increase the amount in regular intervals.

Features

Standard wage maintenance types

It is possible to create different wage maintenance types in Customizing. These wage maintenance types can then be called as subtypes in the Standard Wage Maintenance infotype (0052) [Seite 264]. You can enter the guaranteed pay for your employee using one or more standard wage maintenance types.

Adjustment types

You can adjust the guaranteed wage and salary payments in the following ways:

- You can periodically increase (or decrease) the payment by a constant value
- You can periodically increase (or decrease) the payment by a percentage value

The adjustment type is defined for a wage maintenance type.

Print to remuneration statement

You can print the difference between an employee’s current pay and the pay guaranteed in wage maintenance as a statement wage type on the remuneration statement.

You make the settings that define functions performed in wage maintenance in Customizing for Personnel Management under Personnel Administration → Payroll Data → Standard Wage Maintenance.
Standard Wage Maintenance (Infotype 0052)

Definition
The wage maintenance amount is calculated by the system and is the difference between the current and guaranteed pay. You enter the guaranteed pay for your employee in the Standard Wage Maintenance infotype (0052).

Use
You can determine the wage maintenance amount using different reasons and different adjustment types. Please refer to the section Standard Wage Maintenance [Seite 262].

Standard wage maintenance type
The wage maintenance types set up in Customizing are called as subtypes. You can create several wage maintenance types for an employee.

Pay scales
You can either enter data in the Pay Scale Type, Pay Scale Area and Pay Scale Group fields, or you can save them without data. The pay scale group and pay scale level are used for the indirect valuation of wage maintenance wage types and are not required for direct valuation.

Wage types
You can only enter wage types set up for wage maintenance in Customizing. The wage type list can include up to 20 wage types.
Wage types that are included in the total are flagged with an X in the T field.

Wage type valuation
You can either valuate the wage types directly, or they can be indirectly valuated by the system.
For indirect valuations, an infotype record must be created for the employee in the Planned Working Time infotype (0007). If the indirect valuation is only valid until a date that is before the validity end of the record, the system displays an appropriate message. If this is the case, you can enter the date on which indirect valuation should take place again.
Indirectly-valuated wage types are flagged with an I after the amount.

💡
For more information on wage type valuation, refer to the section Valuating Wage Types [Seite 296].
Time Quota Compensation Infotype (0416)

Definition

Time quota compensation allows a financial remuneration of absence entitlements that have not been deducted by absences.

Use

You can use the Time Quota Compensation infotype (0416) to remunerate absence entitlements such as Leave or Time in lieu of overtime. When the compensations are recorded, the remaining quota or leave that has not been deducted or compensated is reduced by the specified amount.

Structure

- Various methods for compensating quota remainders are defined in Customizing. They simplify the recording of quota compensation. You choose the method you require by specifying a subtype for the infotype.
  
  For more information, see Methods for Compensating Time Quotas [Extern]

- The list of absence quotas in the infotype shows which quotas can be compensated. It displays all the employee’s absence entitlements that are available for deduction on the current day.

  You can branch to the corresponding infotype record by double-clicking the absence quota. This shows additional, detailed information on the quota, such as whether deduction can result in a negative value, for example.

- You can project a recorded compensation. In this process, the SAP System calculates anticipated changes to the quota, without saving the data record. This process is recommended

- If you are unsure whether there is enough remaining quota to perform compensation

- If you want to check which quotas are reduced by a compensation

- You have the option of checking the specified compensation before saving. The check enables you to view which quotas are reduced by the compensation and by how much.

- You can compensate all of an employee’s quotas at the same time. This process is recommended if, for example, an employee leaves the company. You must be able to perform free compensation to be able to do this.

  The SAP System automatically writes the quota remainder for each quota type to the number field of the compensation in the list of quotas. You can overwrite the number that is determined automatically.
**Employee Remuneration Info Infotype (2010)**

**Definition**

You can use the *Employee remuneration info* infotype (2010) to enter wage types manually and specify information directly for Payroll.

If you work with time evaluation, you can transfer time balances directly using the [Time Transfer Specifications [Extern]](infotype) infotype (2012), which in turn has an effect on remuneration.

**Use**

These wage types are not generated automatically in payroll. Use infotype 2010 to enter wage data that has been calculated manually, such as premiums, bonuses for difficult working conditions or other special wage types.

You can adjust the wage types and subtypes of this infotype to your individual requirements in the Customizing system. Here, you can define, for example:

- The wage types that can be used here
- The fields in which data can be entered
- Whether additional information can be entered for Accounting and Logistics
- Whether a wage type can be used once or several times per payroll period.

**Structure**

The following options can be used to control remuneration for a wage type in the infotype:

1. **Number of hours, number, unit, and amount**

   If these fields contain entries, the system uses the values stored in the Customizing system for this wage type. If no *amount* is specified, you can enter one manually in the infotype.

2. **Different payment**

   It is possible to enter additional data on a different payment for remuneration records on the entry screen or via *Goto → Different payment*.

   - Assign a premium
   - Re-define a payment by assigning a pay scale group and level
   - Control payment by entering a different position
   - Add or deduct a specific amount using the *Extra pay indicator* and the *Valuation basis*.

See also:

[Maintaining Employee Remuneration Information [Seite 288]]
The Time Management (PT) and Payroll (PY) components are closely linked in the R/3 System. The processing of time data for determining the gross wage takes place in the gross part of payroll. Subschema xT00 (x=country indicator) is used to process Time Management aspects within Payroll.

These include:

- Creating the personal work schedule and, if necessary, importing the planned working times

  It is possible that differences between the times from the personal work schedule and the planned times may affect the monetary valuation of work performed. This may happen if an employee has substituted for another employee, for example.

- Forming partial period factors; see also Partial Period Calculations (Factoring) [Seite 338]

- Forming valuation bases; see also Valuating Wage Types Using Valuation Bases [Seite 299]

- Selecting time wage types for overtime, bonuses, and hourly wages, that is, day processing of time data using schema TC00 (time wage type selection: international) or TC04 (time wage type selection: international for time recording without clock times)

- Performing a shift change compensation; see also Shift Change Compensation [Seite 280]

- Processing information on a different payment for work performed; see also Activity with a Higher Rate of Pay [Seite 281]

- Processing information on manually calculated wage sizes, bonuses, and so on; see also Employee Remuneration Information [Seite 285]

- Processing compensation for time off entitlements; see also Time Quota Compensation (Infotype 0416) [Seite 265]

- Valuating time wage types; see also Time Wage Type Valuation [Seite 298]

- Valuating absences; see also Absences [Seite 289]

- Processing incentive wages; see also Processing Incentive Wages [Extern]
Integration with Time Management

Purpose

You use this component to calculate time wage types [Seite 214] in Payroll, such as bonuses for overtime, night work, or work on public holidays. The time wage types are formed on the basis of time data information. They are used to form employees’ gross wage.

Implementation Considerations

The component acts as an interface between the Payroll component and the Time Management component. The Integration with Time Management component is supplied with time data from the Time Data Recording and Administration component and with time wage types from the Time Evaluation component.

If you only use the Time Data Recording and Administration component, you can use the Integration with Time Management component to evaluate the employee-related time data information and to determine the time wage types. If you also use the Time Evaluation component, the Integration with Time Management component imports the time wage types determined by Time Evaluation. The Integration with Time Management component determines provisional time wage types for periods for which time evaluation cannot deliver current results (due to a payroll run being moved forward, for example).

Integration

With Other R/3 Human Resources Components

<table>
<thead>
<tr>
<th>Desired Function</th>
<th>Required Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing time accounts</td>
<td>Time Evaluation</td>
</tr>
<tr>
<td>Checking complex working time regulations</td>
<td>Time Evaluation</td>
</tr>
<tr>
<td>Implementing time recording subsystems</td>
<td>Time Evaluation</td>
</tr>
</tbody>
</table>

With Other R/3 Components

<table>
<thead>
<tr>
<th>Desired Function</th>
<th>Required Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensating work performed and assigning personnel costs according to the source</td>
<td>Controlling</td>
</tr>
</tbody>
</table>

Features

- The time wage types determined, such as hourly wage, overtime wage, and bonuses, form the specifications for the financial valuation of work performed further on in gross payroll.
- In the case of working times that have no specified attendance or absence times, it is assumed in the standard system that the employee has worked according the planned times from his or her work schedule.
- When selecting time wage types, the system can automatically take account of conditions on the duration or time of an activity, public holidays, or weekdays.
Integration with Time Management

- Cost accounting information can also be assigned to the time data. Payroll passes on this information to the wage types formed. This enables the personnel costs resulting from the time data to be made available to Cost Accounting.
Day Processing of Time Data in Payroll

Use

Employee time data recorded in R/3 Time Management contains information about any relevant time-based location, duration, and quality of work completed. This information allows you to determine bonuses.

Day processing for time data forms time wage types from the information recorded in R/3 Time Management during the payroll run.

Prerequisites

The calculation basis is formed from the time data recorded in R/3 Time Management and scheduled employee working times. The following must first be set up in Customizing or in HR Master Data maintenance:

- Create work schedules in Customizing
- Assign work schedules to the individual employees using the Planned Working Time (0007) infotype
- Complete the prerequisites for recording time data records

For more information, see the Implementation Guide (IMG) for Personnel Time Management.

Features

- Time data is processed by the subschema of schema XT00 (Processing Time Data in Payroll, $X = country indicator$). The subschema is called by the function DAYPR (Day Processing of Time Data)

  In the standard R/3 System, the time data is processed using the schema TC00 (Wage Type Generation International) or TC04 (International Wage Type Generation for Time Evaluation without Clock Times) Both schemas record only the exceptions to the daily work schedule. Schema TC00 processes time data recorded in clock time format and are full-day records. Schema TC04 only records time data in hourly format.

- In schema TC00 and TC04 steps and rules are defined for evaluating the time data. The individual processing steps can be modified to suit your specific requirements in Customizing.

- Day processing is carried out during the payroll run. Time data is processed there for each day to be accounted. In the payroll log, you can see the selected time wage types for each day.

- The close relationship between the Time Management and Payroll component ensures a seamless accounting of time data information, including retroactive accounting at any time when changes are made in the future to the time data.

- For Customizing day processing you can use the functions and operations in R/3 Time Evaluation.

See also: Time Wage Type Selection [Seite 276]
Sequence of Day Processing/Wage Type Selection

Purpose
You use the process described here to form time wage types from time data information. The time wage types form the basis for calculating the gross wage.

Prerequisites
Function DAYPR (Day Processing of Time Data) is contained in schema xT00 (Processing Time Data in Payroll; x = country indicator). The subschema to be processed, TC00 (Wage Type Generation: International) or TC04 (Wage Type Generation International for Time Evaluation Without Clock Times) is entered in parameter 2 of the function. Schema xT00 includes all of the steps that are required to calculate time-related gross remuneration. It is processed in the payroll run.

You have customized the processing steps of schema TC00 or TC04 to suit your requirements.

Process Flow
1. **Access day processing**

   Function DAYPR is used to access the subschema for day processing of time data (TC00 or TC04). If you use the Time Evaluation component, the time wage types that have already been determined are imported from Cluster B2. For more information, see [Integration Between Time Evaluation and Payroll](Seite 279).

   Actual day processing is in schema TC00 or TC04 between functions BDAY (Begin Processing Block of Time Evaluation) and EDAY (End Processing Block of Time Evaluation). This section is run once per day and per employee.

2. **Initialization**

   Function MOD (Determine Groupings) is used in subschema TC00 or TC04 to call personnel calculation rule TMOD. You can use PC rule TMOD to specify the groupings to be used by the payroll driver to access the tables for time type determination and time wage type selection during processing.

   Operation MODIF T specifies the time type determination group to be used by the payroll driver to access entries from table T555Z (Time Type Determination) for the employee.

   Operation MODIF W specifies the time wage type selection group to be used by the payroll driver to access entries from table T510S (Time Wage Type Selection) for the employee.

3. **Load time data**

   All necessary time data is supplied in a sequence of functions. This includes the recorded attendances and absences, and the specifications from the work schedule. The information is entered in the work table TIP (Day Input).

   Refer to [Processing Using Internal Tables](Extern) and [Supplying Time Data](Extern)

4. **Classify times**

   In the next step, all entries of table TIP are classified individually. This determines whether the times are planned times or overtime. The TIP entries are then assigned a processing type: M for overtime, or S for planned work.
Sequence of Day Processing/Wage Type Selection

For detailed information on the classification of times, see:

Classification of Times [Extern]

Break Processing by Time Evaluation [Extern]

Overtime Determination by Time Evaluation [Extern]

These links all relate to Time Evaluation documentation. All information relating to forming and processing time accounts is not relevant to Payroll.

5. Select time wage types

These TIP entry/processing type combinations are then compared individually to the conditions required by time wage type selection. Particular features are assigned to each day, such as public holiday class, day type, and so on. These features are checked during time wage type selection.

Function DAYMO is used to specify the Day grouping for time wage type selection (working days, Sundays, and public holidays) to be used to check the entries of table T510S. You must assign a particular entry in the schema for each of these cases.

Time wage type selection is performed in the schema using function GWT (Generate Wage Types). The time wage types are selected on the basis of the processing type of a TIP entry. Function GWT is accessed twice in the schema:

- GWT S: for TIP entries with processing type S (planned work)
- GWT M: for TIP entries with processing type M (overtime)

This procedure enables the time wage types selected for planned times and overtime to be collected in various tables. In this way, you can control the compensation of overtime wage types.

Function GWT also selects time wage types for all absence that are evaluated according to the ‘as if’ principle. In the standard system, the absences are assigned processing type S.

For more information on absence valuation, see Absences [Seite 289].

6. Compensate overtime

In overtime compensation, it is specified whether the overtime hours are to be remunerated or compensated with time in lieu.

For more information, see the section Compensate Overtime in the Implementation Guide for Payroll.

7. Store results

Function CUMBT (Cumulate Interim Results) is used to store the results of day processing in the results tables. The required time types for all days in the payroll period are now in table ZL. If the time data was recorded together with information on cost assignment or on a different payment, ZL still contains pointers to tables C1 and ALP from Cluster B2.
Sequence of Day Processing/Wage Type Selection

Result
The time wage types are transferred from ZL to work table IT in Payroll. They are now available for monetary valuation.
Time Wage Type Selection

Use
In time wage type selection, you use employees’ time data to determine the hourly wage and bonuses for overtime, work on a public holiday, and night work.

- You want different time wage types to be selected for work on a public holiday than for work on a workday.
- For up to two hours of overtime you want time wage type Mxxx to be selected in addition to the basic hourly wage. This wage type is valuated with a 25% bonus in comparison with the basic hourly wage.

The monetary valuation of the time wage types determined is performed further on in the payroll process.

Integration
Time wage type selection is a processing step in day processing of time data in Payroll or Time Evaluation. It is called by function GWT (Generate Wage Types) in the schema (TC00 Wage Type Generation International or TC04 Wage Type Generation International for Time Evaluation Without Clock Times) for Payroll, or in the standard time evaluation schemas.

Function GWT processes the entries of table T510S (Time Wage Type Selection), which contains the wage types that can be selected and the conditions that must be met for the selection of a wage type.

Prerequisites
You have set up table T510S (Time Wage Type Selection) to suit your requirements. This is done in Customizing for Time Evaluation or Payroll.

For more information, see the Implementation Guide for Time Evaluation or Payroll.

Features
There are many different regulations governing the selection of time wage types. They are formed when several individual rules in T510S are grouped into a rule group. In this way, you can group together all corporate regulations for your employee groupings.

Each individual rule contains the time wage type to be selected. In time wage type selection, all individual rules in a rule group are run. If even one of the conditions specified in an individual rule is not fulfilled, the time wage type is not selected.

Groupings for time wage type selection
The rule groups for the selection of time wage types are determined according to the time wage type selection rule group and the day grouping for time wage type selection, which are the key to reading table T510S.

- Whether an employee is an hourly wage earner or a salaried employee, for example, plays an important role in time wage type selection. You can therefore use the time wage type selection rule group to group your employees, and set regulations according to the groupings. The time wage type selection rule group is independent of the other
organizational groupings in the Human Resources system. It is only used for time wage type selection.

- You can define various rule groups depending on particular factors relating to the day being evaluated (workdays, normal working days, Sundays, public holidays, and so on). You can use the day grouping for time wage type selection to distinguish between the rule groups.

  The conditions on the day being evaluated can also be contained in an individual rule.

  For a better system performance, however, it is advisable to create rule groups for the selection of time wage types for certain days. In this case, you specify day-related conditions using the day grouping for time wage type selection.

- In day processing, the times are classified according to the information from the work schedule and the recorded time data. The times are assigned an indicator, the processing type. Its main use is to differentiate planned working time and overtime. You can also use it for additional criteria.

  Different time wage types can be selected for a rule group dependent on the processing type.

**Conditions on the time or duration of work performed or on the day being evaluated**

For each time wage type/individual rule, you determine conditions on the day being evaluated for the time or duration of work performed. A time wage type is only selected if all the specified criteria are met.

- **Conditions on the day**

  The time wage type is only selected if the conditions specified for the day being evaluated are met. In this way you can, for example, determine bonuses automatically for work on weekends, on a public holiday, or the day before or after a public holiday.

  Information from the employee's planned working time can also be a condition on the selection of a time wage type. This can depend on whether the day is a workday for the employee, for example, or on the information stored in the daily or period work schedule.

  You want employees who work a rotating shift pattern (early, late, and night shift) to be paid higher bonuses than employees who work a normal shift, provided the circumstances are the same (Valuation class of the period work schedule).

- **Conditions on the time**

  You can define conditions on the time or duration of work performed to enable bonuses such as overtime, Sunday, or night bonuses to be selected. You can specify that the time wage type is only to be selected within a particular time interval or that it is not selected until a certain number of hours has been worked. You can also specify that a time wage type be chosen only if the employee has already worked a certain number of planned working hours or overtime hours on that day.

**Additional options in Customizing**

- You can set a time wage type to a fixed value, regardless of the hours worked in one day. This enables you to set up a guaranteed hours regulation, for example.
Time Wage Type Selection

- You can use the exit regulations in time wage type selection to stipulate that no more time wage types be selected after a certain one has been selected.
Integration Between Time Evaluation and Payroll

Use

The integration between time evaluation and payroll allows the Payroll component access to time wage types determined by time evaluation for the determination of the gross wage.

Features

- The time wage types determined by time evaluation in tables ZL, ALP, and C1 (Cluster B2) represent the interface between time evaluation and payroll.
  
  - Table ZL: contains the time wage types
  - Table C1: contains the data relevant for cost assignment
  - Table ALP: contains the information necessary for a different payment

- Function IMPRT B2 imports the time wage types determined by time evaluation from Cluster B2 to payroll, and valuates them. However, the payroll is often run before the end of the payroll period, which means that time evaluation cannot provide time wage types for all days in the period.

  
  You run the payroll on the fifteenth day of the month. Time evaluation has processed the time data up to and including the fourteenth. For the rest of the month, the employees are to be paid as if they had worked according to their planned working times, combined with existing attendances and/or absences, if applicable.

- Payroll performs a projection according to schema TC00 or TC04 for the days in the payroll run that have not yet been processed by time evaluation.

- The automatic retroactive accounting recognition guarantees that the time data is accounted without gaps. Any differences between the projection and the results determined at the end of the payroll run are balanced out in the following period by a retroactive accounting run.

  To do this, payroll sets the date as a retroactive accounting indicator in the Earliest MD change field in the Payroll Status infotype (0003). The prerequisite is that the employee takes part in time evaluation (Time Management status other than 0).

- If time infotypes are created or changed for a payroll period that has already been accounted, time recording or time evaluation sets a retroactive accounting indicator for the corresponding date for payroll in the Earliest MD change field in the Payroll Status infotype (0003). The prerequisites for this are that
  
  - The time infotypes concerned are flagged as relevant to retroactive accounting for time evaluation or payroll
  - Function CHECK (General Checks Before Evaluations/Status Determination) is in the time evaluation schema with parameter RPR (Recalculation Payroll)
Shift Change Compensation

Purpose

You can use this component to implement company or collective agreements that stipulate that employees should not be disadvantaged financially if their planned working time is changed.

Features

- If an employee’s planned working time is changed in such a way that would cause a financial disadvantage to the employee, he or she is paid on the basis of the original working time (for example, in the case of a change from a night shift with night shift bonuses to an early shift).

- If an employee’s planned working time is changed in such a way that would benefit the employee financially, he or she is paid on the basis of the changed working time (for example, in the case of a change from work on a Friday to a Sunday with Sunday bonuses).

- The shift change compensation can be listed separately on the remuneration statement, for example.

- You can limit the payment of shift change compensation to particular substitution types.
Activity with a Higher Rate of Pay

Purpose
This component is used to provide payroll with hourly rates that are specified in R/3 Time Management with information on a different payment.

Integration
Data records from Time data recording and administration and/or Time evaluation are processed in this component.

Features
- The time wage types and/or values determined by this component form the specifications for the financial valuation of work performed further on in gross payroll.
- A different payment for work performed can be effected using the following procedure:
  - Allocation of a bonus for particular activities or working conditions (premium)
  - Payment based on an alternative rate
  - Payment based on the specifications of a different position
- In the standard system, the component ensures that an employee cannot be paid at a lower rate than is specified in his or her basic pay on the basis of a different payment.
- In exceptional cases, you can use this component to correct the payroll results for particular hourly rates.

For more information, see Entering a Different Payment for Time Infotype Records [Seite 282].
Entering a Different Payment for Time Infotype Records

Use

You can store information on payment in several of the time infotypes as well as just time data. In this way, employees can receive a special rate of remuneration for certain work activities.

The specifications on a different payment are entered via an additional window in the infotype. The method is different for Employee Remuneration Information (2010). In the standard system, the data is passed on to Payroll to be queried and processed.

You can specify a different rate of payment for the following time infotypes:

- Attendances (2002)
- Substitutions (2003)
- Availability (2004)
- Overtime (2005)
- Employee Remuneration Info (2010)

The subtypes of certain time infotypes can also have an influence on payment (for example, the subtypes Substitution type and Availability type).

If necessary, ask your system administrator whether the subtypes have an effect on payment.

Note for US customers:

When you enter a different payment, you can enter an alternative work tax area in the Tax area field. This replaces the tax area entered for the employee in the Work Tax Area infotype (0208). For more information, see Work Tax Area Overrides [Extern].

Procedure

1. Select an infotype and maintain the record on the entry screen.
2. Choose Goto → Different payment.

In the Employee Remuneration Information infotype (2010), you can enter data on a different payment directly on the entry screen.

3. Specify a different payment.

You can determine the remuneration in the following ways:

- Assigning a premium

  You can assign an employee a premium for particular work activities or working conditions. The premium is selected according to a premium number and a premium indicator. Use the possible entries function to display all permitted premiums with corresponding texts and values.
You can either assign a premium on its own or together with the following options:

- **Payment according to a different pay scale**
  You can use the Pay scale group and Pay scale level fields to enter data on payment for a particular work activity. In this case, the payroll program does not select the rates which are specified for the employee in the Basic Pay infotype (0008), but the employee is paid according to the rates entered here for the duration of the different payment.

- **Payment according to the specifications for a different position**
  You can use the fields Object type and Position to assign the payment for the work activity according to the specifications for a different position.

- **Correcting payroll results**
  The Extra pay and Valuation fields can be used to correct the results of payroll.
  Not every wage type is valuated using a fixed amount in payroll. The payroll program calculates a valuation basis during the payroll run which is used to valuate a wage type. The valuation basis is derived from the basic pay and the payments and deductions. You can change the valuation basis for the specified period in the Valuation and Extra pay fields.
  Enter an amount in the Valuation field. The extra pay indicator determines how the new valuation basis is formed:

  - **Extra pay**
    If you enter + in the Extra pay field, the amount in the Valuation field is added to the valuation basis calculated in payroll.

  - **Reduction**
    If you enter - in the Extra pay field, the amount in the Valuation field is deducted from the valuation basis calculated in payroll.

  - **Specifying an alternative amount**
    If you do not make an entry in the Extra pay field, the valuation basis calculated for the wage type in payroll is replaced by the specified amount.

  Please note that you should only ever use one of the options for assigning a different rate of payment. An exception is the premium, which you can assign in addition to one of the other options.

4. Choose Transfer.
5. Save your entries.

**Result**
You have entered specifications on a different rate of payment for a time infotype record.
Entering a Different Payment for Time Infotype Records
Employee Remuneration Information

Purpose

You can use the Employee Remuneration Information infotype (2010) to process manually calculated wages, bonuses, or other non-standard wage types. The time wage types been determined are entered into payroll and are used to form the gross wage.

Integration

Possible Integration with Other R/3 Components

<table>
<thead>
<tr>
<th>Desired Function</th>
<th>Required Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record wage types for work performed, together with information for other components in the R/3 System.</td>
<td>Cross-Application Time Sheet</td>
</tr>
</tbody>
</table>

Features

- Employee Remuneration Information provides payroll with time- and person-related time wage types. These time wage types form the specifications for the financial valuation of work performed further on in payroll.

- You can include information on a different payment with the employee remuneration information. If you do, the specified wage types are valuated according to the different pay scale group/level or the different position, for example, further on in the payroll run.

- This enables you to use this component as an interface to external time management systems. In this case, a Business Application Interface (BAPI) is used to supply the employee remuneration information with time wage types.

- You can use the Cross-Application Time Sheet to supply Human Resources with information on bonuses (for example, travel allowance).

See also: Cross-Application Time Sheet [Extern]
Employee Remuneration Info Infotype (2010)

**Employee Remuneration Info Infotype (2010)**

**Definition**

You can use the *Employee remuneration info* infotype (2010) to enter wage types manually and specify information directly for Payroll.

If you work with time evaluation, you can transfer time balances directly using the *Time Transfer Specifications [Extern]* infotype (2012), which in turn has an effect on remuneration.

**Use**

These wage types are not generated automatically in payroll. Use infotype 2010 to enter wage data that has been calculated manually, such as premiums, bonuses for difficult working conditions or other special wage types.

You can adjust the wage types and subtypes of this infotype to your individual requirements in the Customizing system. Here, you can define, for example:

- The wage types that can be used here
- The fields in which data can be entered
- Whether additional information can be entered for Accounting and Logistics
- Whether a wage type can be used once or several times per payroll period.

**Structure**

The following options can be used to control remuneration for a wage type in the infotype:

1. **Number of hours, number, unit, and amount**
   
   If these fields contain entries, the system uses the values stored in the Customizing system for this wage type. If no *amount* is specified, you can enter one manually in the infotype.

2. **Different payment**
   
   It is possible to enter additional data on a different payment for remuneration records on the entry screen or via *Goto → Different payment*.
   
   - Assign a premium
   - Re-define a payment by assigning a pay scale group and level
   - Control payment by entering a different position
   - Add or deduct a specific amount using the *Extra pay indicator* and the *Valuation basis*.

**See also:**

[Maintaining Employee Remuneration Information][Seite 288]
Maintain Employee Remuneration Information

1. Select the Employee Remuneration Information infotype (2010).
2. Enter a validity period.
3. Select a processing mode.

   The Employee Remuneration Information screen appears.
4. Check the validity date of the record. Correct it if necessary.
5. In the Wage type field, enter the wage type for the remuneration information record. Use the F4 help for a list of permitted wage types.
6. Enter a number of hours, a number/unit and/or an amount.

   Your entries in the Number of hours, Number/unit and Amount fields depend on the selected wage type.

   Certain wage types are valued indirectly in Payroll. You do not have to specify an amount or number/unit in this case.

   The amount and number/unit can be entered for other wage types, however, and are often mandatory.

   The permitted entries for each wage type are defined in the Customizing settings. The system checks your entries at this point and generates an error message if you have made entries which are not permitted.
7. Enter data on a different payment [Seite 282], if required. This is only necessary if you have not made an entry in the Amount field.
8. Maintain the Accounting/Logistics specifications, if necessary.

   It is also possible to maintain additional data when you enter remuneration information using the weekly calendar or fast entry function.

   For more information on Activity Allocation and Cost Assignment, see Integration with Other Components [Extern] [Extern].
9. Save your entries.

Result

You have maintained remuneration information for an employee.
Absences

Purpose
This component is used to define regulations to determine how absences (unpaid leave, paid leave, illness, and so on) are handled in payroll.

You can define specifications to determine:

- Which valuation basis is used to valuate a paid absence
- Which absences are granted bonuses (for example, vacation allowance)
- Which absences cause deductions in pay
- Which absences are used to form statistics

Integration
To be able to use this component, you must record employee absences such as leave, illness, and so on, in the Time Management component or using a third-party system. The component processes absences from the Absences infotype (2001).

Features

- You can valuate absences as if the employee had worked. This enables bonuses for night work or for work on a Sunday or public holiday to be taken into account.
- You can define specifications for determining deductions in pay for an unpaid day of absence.
- You can determine vacation allowances for each day of absence.
- You can specify that an absence be valuated using an average pay, to be defined at a later stage. This means that you can include the average overtime of the previous month in the calculation of vacation allowances, for example.
- You can group absences together for the purposes of cost accounting or statistics to evaluate them subsequently for multiple employees.
- Absences can be valuated according to particular conditions on the day of the absence or the absence entitlement from which they have been deducted.
- You can define rules to process specific requirements.
Absence Valuation

Use
You use this component to valuate employees’ absences (unpaid leave, paid leave, illness, and so on) in Payroll.

Features
Absences recorded for an employee in the Absences infotype (2001) can be valuated in Payroll according to a variety of criteria.

- An employee takes leave. He or she should receive a vacation allowance.
- An employee is ill for a long period of time. There may be certain country-specific criteria that affect the way in which the absence is valuated.
- A employee has taken unpaid leave. His or her pay must be reduced accordingly.

You can define absence valuation rules in Customizing to meet your various requirements. Absence types and subtypes in the Absences infotype (2001) are grouped according to the methods of absence valuation you want to use.

The following procedures for valuating absences are included in the standard system. You can either use one of these procedures, or a combination of more than one:

- **“As if” principle**
  An absence is valuated as if the employee had worked.

- **Formation of counting classes for factoring and cost accounting**
  Absences lead to a reduction in pay. For more information, see Factoring [Seite 338].
  The costs incurred by the enterprise due to periods of paid incapacity to work should be determined.

- **Valuation of absences using averages or constants**
  An absence is valuated according to the average number of hours or days worked, or as a constant using a fixed amount. For more information, see Valuation Using Valuation Bases [Seite 299] and Valuating in Accordance with the Principle of Averages [Seite 315].

- **Individual calculation**
  Special processing is triggered for certain absences. Specific information from the employee’s master data, for example, is taken into account in special processing.

The Absences section of the Implementation Guide (IMG) contains detailed information on setting up the system and on the various methods of absence valuation.
Off-cycle payroll runs

In some countries, you can also value absences in an off-cycle run. This allows you to effect an advance payment for the duration of the absence. If you implement off-cycle payroll in your country and enterprise, the valuation of absences is dependent on whether it takes place in one of the following payroll runs:

- In a regular run
- In an off-cycle run
- In a regular payroll run after a previous off-cycle valuation

For more information on off-cycle accounting, see Off-Cycle Activities [Seite 174].
Absence Valuation in Schema xT00: Technical Process

Purpose

Absence valuation using the payroll schema xT00 allows you to valuate the absences recorded for an employee according to:

- The type of absence recorded
- The employee’s organizational assignment
- The absence quota from which an absence has been deducted
- Special country-specific features and requirements

Process Flow

Set groupings

The first action in payroll that is relevant to absence processing is function MOD in schema xT00.

The X sign appears in the following text in a number of schemas, functions, and personnel calculation rules. The X stands for the country indicator and also for the international versions of the schemas, functions, and personnel calculation rules. Only use schema xT00, personnel calculation rule XMOD, and so on, if no separate schemas, functions, and personnel calculation rules have been created for your country.

Function MOD determines the table entries the system accesses to valuate absences.

MOD calls personnel calculation rule XMOD which uses operation MODIF A to determine the employee grouping for absence valuation.
Absence Valuation in Schema xT00: Technical Process

The employee grouping for absence valuation is used in the Valuation of Absences table (T554C) to select an absence valuation rule. The specifications stored in personnel calculation rule XMOD assign a meaning to the employee grouping. You can set individual grouping criteria here.

For more information, see the Implementation Guide for Payroll and choose Absences → Set grouping for absence valuation.

You can define groupings for a particular organizational assignment, for example, in relation to the employee subgroup grouping for personnel calculation rules.

You can use different employee groupings for absence valuation for

- Hourly wage earners
- Salaried employees

In the standard system, the payroll modifier for accessing the Constant Valuations table (T510J) is also set in personnel calculation rule XMOD using operation MODIF 2.

Import absences

After a grouping has been set for the personnel number, function RAB reads the absences recorded for the employee during the relevant period in the Absences infotype (2001).

The absences are assigned to a WPBP split indicator. The absence valuation rule is determined from the Attendances and Absences table (T554S), which groups together different absence types in payroll.

The absences are assigned to a work center split indicator.

An employee has changed work centers within the company during the payroll period. The work center split indicator allows you to take account of this organizational change when valuating absences.

If parameter 3 of function RAB contains the entry X, the absence valuation rule can be changed using the Breakdown of Absences after Quota Deduction table (T554A). In this way, you can create a special absence valuation rule that is dependent on the quota from which the absence is deducted.

If an absence is deducted from one or more quotas, an absence record can be broken down if required. If this is not the case, parameter 3 has no effect.

Take account of country-specific requirements when reading absences

Special processing may be required to account for country-specific requirements. A common example is absence due to illness. The amount of payment can change in the course of the illness (continued pay).

To ensure than the absence valuation function can deal with such situations, the internal Absences table (AB) has been enhanced. If an absence record is affected by country-specific
Absence Valuation in Schema xT00: Technical Process

requirements, it is split into smaller sections and then entered in table AB. In table AB, there are three split indicators in which you can store country-specific indicators.

Split indicators for country XY for

- Social insurance
- Tax

Each section can then be valued using a different procedure, that is, a different absence valuation rule.

Function XNAB is used for a more detailed version of table AB. Please note that the function must come at a specific position in the schema. It must not be processed until after the absences have been read, but before they are valu[ated (function PAB).

Day processing of time data

During day processing of time data, time wage types are selected using the Time Wage Type Selection table (T510S), and the time wage types are entered in the internal Time Wage Types table (ZL).

The same applies to all absences for which the Time Wage Type Selection field is selected in the Valuation of Absences table (T554C).

Valuate absences

Absence valuation is triggered using function PAB.

Actual amounts are not calculated at this stage in the payroll process. First, the specifications made for absence valuation in Customizing are processed. Processing these specifications facilitates the subsequent valuation of wage types in amounts and/or factoring.

Function PAB performs the following steps:

- It reads the internal Absences table (AB) for each absence or partial interval.
- The system determines the appropriate absence valuation rule on the basis of the absence type and the employee’s organizational assignment, and carries out the actions specified in the Valuation of Absences table (T554C):
  a) The counting classes that have been determined are cumulated in internal table CABC. The table contains the following information for each split:
    - Number of paid (AP) and unpaid (AU) absences in a counting class
    - Number of calendar days (K), absence days (A), and absence hours (S)
  You can query this information in personnel calculation rules using operation NUM:

Partial period parameters for the partial period (=T)
Absence Valuation in Schema xT00: Technical Process

<table>
<thead>
<tr>
<th></th>
<th>Unpaid absence (AU) expressed</th>
<th>Paid absence (AP) expressed</th>
<th>Unpaid absence (AU) expressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>TKAU**</td>
<td>in calendar days (K)</td>
<td>in absence days (A)</td>
<td>in absence hours (S)</td>
</tr>
<tr>
<td></td>
<td>All counting classes (**)</td>
<td>All counting classes (**)</td>
<td>Counting class 33 (33)</td>
</tr>
</tbody>
</table>

b) Bases for calculating average values or wage types valuated using constants are determined. The system enters the wage types in the following tables according to the time unit specified in the rule for absence valuation:

- Time unit B, I, E: The wage types are entered in table OT. If you have selected the Basic Pay Split field in the Valuation of Absences table (T554C), the wage types are cumulated for each split.
- Time unit Z: The wage types are entered in table ZL. There is one entry per day and wage type. In this way, you can access the results for a specific day in further processing. Using function ZLIT, table ZL is entered in table IT at the end of the gross part of payroll.

c) If you have created a separate personnel calculation rule for special processing, special processing is carried out.

You can use information from the employee's master data or organizational assignment data for special processing. The system calculates temporary values and enters them in record layout fields. For information on record layout fields, see the documentation on the operands for operations NUM, RTE, and AMT.

Take account of country-specific requirements in absence valuation

The processing triggered by function XNAB may have to be continued. This can only take place after the absences have been valuated using function PAB.

Processing can be carried out using function XAB.
Wage Type Valuation

Use

The R/3 system uses primary and secondary wage types. Secondary wage types are formed during the payroll run. The primary wage types must be entered with values, which can be used again during the payroll run. In Customizing for Payroll under Incentive Wage Types → Payroll → Wage Types → Check Wage Type Catalog → Check Wage Type Characteristics you determine how the wage types should be valuated. The Valuation of dialog wage types is different from the Valuation of time wage types.
Dialog Wage Types Valuation

Use

You need this function to assign a value to wage types entered in master data maintenance. The dialog wage types can be valuated directly in different ways.

- Direct

  Enter the amount used for wage type valuation in the appropriate infotype.

  An employee receives a special payment of 500. In the Additional Payments infotype (0015), enter the Special Payment wage type with an amount of $500 and directly valuate the Special Payment.

- Indirectly

  The system calculates the amount the wage type should be valuated with, on the basis of certain employee characteristics, with a module that contains all the data necessary for calculation.

  Your employees receive standard pay. This standard salary should be calculated using the pay scale type, pay scale area, pay scale group, and pay scale level entered in the Basic Pay infotype (0008). Assign the TARIF module to the appropriate wage type in Customizing for Personnel Management under Personnel Administration → Payroll data → Basic Pay → Check Wage Type Catalog → Check Wage Type Characteristics. The modules included in the standard system for indirect valuation are described in the view Change Wage Type Characteristics. Details

- According to the principle of averages [Seite 315]
Time Wage Types Valuation

Use

You need this function to valuate time wage types.

During the payroll run, the system reads various time wage types from tables. These time wage types contain only one number (NUM). To calculate the amount (AMT) of the time wage type, the number must be multiplied by a rate (RTE). The system calculates the rate for each unit.

- using averages

An employee has 14 days leave. The vacation allowance should be made up of the pay and 10% of all overtime bonuses from the last six months. To do this the system must calculate an average value.

- using a valuation basis

Your employee works overtime between 5 p.m. and 7 p.m. In accordance with the company agreement, these two hours of overtime entitle the employee to an overtime bonus in addition to his or her basic remuneration.

Your Time Management system provides you with a Bonus for overtime wage type, which only contains the number of hours of overtime (2 hours in this example). The payroll program requires a rate by which to multiply the number in the Bonus for overtime wage type. To do this, you must define a valuation basis.
Valuating Wage Types Using Valuation Bases

Use

Time wage types are evaluated above all using the valuation bases. In this way bonuses or overtime remuneration is valuated.

You can define different valuation bases.

- **Constant valuation bases**
  
  You can define constant valuation bases that are dependent on the wage type to be valuated [Seite 304], or on a collective agreement [Seite 308].

- **Employee-related valuation bases**
  
  You can calculate employee-related valuation bases [Seite 311] that are dependent on an employee’s payments.
Technical Procedure for Wage Type Valuation using Valuation Bases

Purpose
For more information on the purpose of this process, see Valuation Using Valuation Bases [Seite 299].

Process Flow

1. The system determines the work center and basic pay data.
   - In personnel calculation schema X000 (Determine gross wage and transfer), subschema XBD0 (Edit basic data) is called up. This subschema contains the WPBP function (Workplace Basic Pay), which causes the following:
     - The system enters the wage types from the Basic Pay infotype (0008) in the input table (IT).
     - The system enters the work center and basic pay data for an employee in the internal table WPBP.
     - The system determines whether several partial periods arise within a payroll period. Partial periods can arise for the following reasons:
       - Because an employee joined or left the company during the period.
       - Because of changes in basic pay, changes in organizational assignment, and changes in the personal work schedule.
       - Because payments are divided for cost accounting into paid and unpaid attendance and absence.
     
     For more information on the calculation of partial periods see Factoring [Seite 338].
   
2. For every partial period the system forms Employee-related valuation bases [Seite 311].
   - Subschema XT00 (Processing of Time Data) is accessed by personnel calculation schema X000. The personnel calculation rule X010 (Form valuation bases (Addition)) is queried in this subschema. This personnel calculation rule valuates processing class 01 for the basic pay wage types in the input table. Depending on the specification of the processing class, the system writes the basic pay wage types to one of the secondary wage types that are used as the valuation bases.
Calculation rule X010 is queried depending on the employee subgroup. In the standard system, the processing steps within personnel calculation rule X010 are the same for all employee subgroup groupings. If you want to set up special processing features for an employee subgroup grouping, you must enter your changes for the correct employee subgroup grouping for personnel calculation rules.

Personnel calculation rule X013 (Form valuation bases(Division)) is accessed immediately afterwards. This personnel calculation rule is also queried depending on the employee subgroup. Personnel calculation rule X013 queries the processing class 01 according to specification 5. This query has the following results:

- By means of specification 5 the system recognizes the valuation bases.
- By means of the employee subgroup the system recognizes whether the employee receives an hourly wage or a period-related salary. The entries in the valuation bases for all employees who do not receive an hourly wage are divided by the average number of hours for the period. This result is written as a valuation basis to the Rate (RTE) field of wage types /001 and/or /002.

3. The system forms the valuation bases for partial periods that must be paid differently.

In subschema XT00 function PALP (Process alternative payments) is queried. In this function the personnel calculation rule X012 (Calculate valuation bases for alternative payment) is queried. This personnel calculation rule checks whether a partial period must be paid differently. The following cases are taken into account:

- The employee works at a work center that is not assigned to them. The valuation bases for this period are determined using data for the work center at which the substitution occurs.
- The collective agreement provisions of a different wage group / wage level apply to the employee. The valuation bases are determined using the wage group or wage level that is valid for this period.

4. The system determines the wage types that are valuated using a valuation basis.

The personnel calculation rule X015 (Valuation of time wage types) is queried in subschema XT00. This personnel calculation rule is queried depending on the employee subgroup. The personnel calculation rule X015 checks whether the input table (IT) contains time wage types that should be valuated using valuation bases.

Using operations AMT?0, NUM?0 and RTE?0 the system checks the contents of the AMT (Amount), NUM (Number) and RTE (Rate) fields. The following cases are distinguished between:

- If the AMT (Amount) field contains a value, the wage type will be transferred to the output table OT using operation ADDWT.
- If the NUM (Number) and RTE (Rate) fields contain values these are multiplied by each other. The result is entered in the Total Amount field and the wage type is transferred to the output table OT using operation ADDWT.
- If only the Number field (NUM) field contains a value, the operation VALBS determines whether a valuation basis has been entered in the Wage Type Valuation table T512W for the wage type. If a valuation basis has been specified, the wage type is valuated.
Technical Procedure for Wage Type Valuation using Valuation Bases

accordingly. If no valuation basis has been specified, the wage type is valuated using the principle of averages, in accordance with the specification in processing class 15.

The query of personnel calculation rule X015 is identical for all subareas, in other words, the queries described above are effected at the same time for all employee subgroup groupings (hourly wage earners, monthly wage earners, salaried employees, and so on).

The wage type valuation using a valuation basis is different for wage earners and salaried employees; that is, the wage type valuation depends on the employee subgroup grouping. If no valuation basis exists the wage type is valuated using the principle of averages.

Using personnel calculation rule X015 the system valuates all the determined wage types using the valuation bases. In so doing it distinguishes between the employee subgroup grouping:

- For hourly wage earners (employee subgroup grouping with specification 1):
  a) The base wage type is valuated using operation VALBS0
  b) The first derived wage type is valuated using operation VALBS1
  c) The second derived wage type is valuated using operation VALBS2
  d) Operation ADDNA cumulates the values in the NUM and AMT fields. The RTE field remains unchanged.
- For monthly wage earners and salaried employees (employee subgroup grouping with all other specifications):
  a) The system accesses the personnel calculation rule X115 (Valuation of time wage types) and carries out the following steps:
  b) The system uses this indicator to determine whether the existing wage type must also be paid differently. The alternative payment depends on the specification in processing class 18 (Processing for Work Center-Related Payments):

<table>
<thead>
<tr>
<th>Specification of processing class 18</th>
<th>Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0, BLANK</td>
<td>Remuneration with higher valuation basis</td>
</tr>
<tr>
<td>1</td>
<td>Remuneration with difference</td>
</tr>
</tbody>
</table>

c) The base wage type is valuated in accordance with processing class 18 using operation VALBS0.
d) The first derived wage type is valuated using operation VALBS1
e) The second derived wage type is valuated using operation VALBS2
f) Operation ADDNA cumulates the values in the NUM and AMT fields. The RTE field remains unchanged.

Result

All wage types are allocated with an amount that can be processed during the payroll run.
Wage Type-Dependent Constant Valuation Bases

Definition

Values for bonuses dependent on the bonus wage type.

Use

The valuation of a time wage type with wage type-dependent constants is often dependent on certain conditions being met. You can define different, wage type dependent constants that depend on a modifier. Different conditions are represented with different modifiers. The value of these modifiers is queried with the function RAB (Read Absences) or the operation VALBS (Valuation bases).

Further conditions can be defined within the personnel calculation rule to determine whether a time wage type is valuated using a wage type-dependent constant valuation basis. In the standard system, the modifier MODIF 2 is used. You set the modifiers in personnel calculation rule XMOD [Seite 307] (Modifiers for Payroll).

Prerequisites

In Customizing for Payroll under Time Wage Type Valuation→Valuation Bases→Assign Valuation Bases you have determined which wage type should be calculated with a wage type dependent constant.

In Customizing for Payroll under Time Wage Type Valuation→Valuation Bases→Constant Valuation Bases→Define Wage Type-Dependent Constants you define the amount with which a wage type should be valuated depending on the wage type constant. The wage type-dependent constants are defined as dependent on a payroll modifier.

The modifier value is set as MODIF 2 within personnel calculation rule XMOD [Seite 307] (employee grouping for payroll). In the personnel calculation rule XMOD, you can define customer-specific conditions depending on this modifier.

For further information on system settings, see the Implementation Guide (IMG) for Payroll:<country> under Time Wage Type Valuation→Valuation Bases→Constant Valuation Bases.

Please take particular care with the Employee Remuneration Information infotype (2010). This infotype allows you to enter manually calculated wage types, for example, bonuses for hazardous or unpleasant work, and premiums. This is also the case for time wage types, for example, for overtime.

If you enter the Bonus for overtime wage type with an Amount in the Employee Remuneration Information infotype (2010), the wage type is included in the payroll run with its amount. In this case, the valuation basis is not used to valuate the wage type. By entering a wage type using the EE Remuneration Information infotype (2010), you can override time wage type valuation using a valuation basis.

The Customizing system enables you to specify the wage types that can be entered in the Employee Remuneration Information infotype (2010). For more information, see the IMG for Personnel Management under Personnel Administration→Payroll Data→Employee Remuneration Information.
Wage Type- Dependent Constant Valuation Bases Example

Initial Situation

The *Overtime on Sunday* wage type is valuated at your company with a constant, wage type-dependent valuation basis. The value of the constant valuation basis is 25 for the hourly paid, and 30 for all other employees.

Procedure

In Customizing for Payroll under *Time Wage Type Valuation → Valuation Bases → Assign Valuation Bases* you determine which time wage type is calculated with which valuation basis. You create entries for the modifier values 01 and 02 in the following way:

<table>
<thead>
<tr>
<th>Modifier value</th>
<th>Wage type</th>
<th>Valuation basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Overtime on Sunday</td>
<td>25</td>
</tr>
<tr>
<td>02</td>
<td>Overtime on Sunday</td>
<td>30</td>
</tr>
</tbody>
</table>

Calculation rule XMOD (*Employee grouping for payroll*) is called in calculation schema XT00 (*Processing of time data for Payroll*), and is dependent on the employee subgroup grouping for the personnel calculation rule.

Only the entries for modifier 01 in the *Constant Valuations* table (T510J) should be read for the employee subgroup grouping for personnel calculation rule with specification 1 (hourly wage earners). The entries for modifier 02 should be read for all other *employee subgroup groupings for personnel calculation rules*.

The modifier used to read the *Constant valuations* table (T510J) is modifier 2 (MODIF 2). You must set modifier 2 to modifier value 01 for the employee subgroup grouping for personnel calculation rule with the specification 1 (hourly paid): MODIF 2 = 01. You must set modifier 2 to modifier value 02 for all other *employee subgroup groupings*: MODIF 2 = 02

Result

The entry for modifier 01 is read in the *Constant valuations* table (T510J) for the hourly-wage earners. Hourly wage earners are assigned the *Overtime on Sunday* constant with a constant valuation of 25 per hour.

The entry for modifier 02 is read in the *Constant valuations* table (T510J) for all other employees. Overtime worked on Sundays by employees who are not hourly wage earners is valuated at 30.

In personnel calculation rule XMOD (*Employee grouping for Payroll*), other modifiers are set in addition to modifier 2, which reads the *Constant valuations* table (T510J). For information on which modifiers you can use in the standard system, refer to the documentation on the MODIF operation.
Personnel Calculation Rule \textit{XMOD}

Definition

Personnel calculation rule \textit{XMOD} (\textit{Employee Grouping for Payroll}) is used to set \textit{modifiers} for reading tables relevant to payroll.
Constant Valuation Bases that Depend on the Collective Agreement

Definition

Values for bonuses dependent on pay scale group and pay group level.
Constant Valuation Bases that Depend on the Collective Agreement Example

Initial Situation

In accordance with the collective agreement, overtime on public holidays should always be remunerated with $50 for every overtime hour, for all employees in pay scale group 1 and pay scale level 2. In other words, the *overtime on public holidays* wage type is always valuated using a constant valuation basis, that depends on the pay scale group and pay scale level. An employee with this pay scale group and level has worked two hours overtime, on a public holiday, which should be remunerated.

In Customizing for Personnel Administration under Check wage type characteristics, you have determined which module should be used to valuate the wage types.

In Payroll Customizing, under Time Wage Type Valuation → Valuation Bases → Constant Valuation Bases → Define Wage Type-Dependent Constants, you have defined the amount a wage type should be valuated with, depending on the wage type constant.

![Note]

For more information on how to use a module to indirectly valuate wage types, see Customizing (IMG) for Personnel Administration under Personnel Administration → Payroll data. Each infotype includes the section Wage type → Checking the wage type catalog → Check wage type characteristics, which describes how to code the wage types.

For more information on how to process pay scale groups and pay scale levels, for valuation with constant valuation bases that depend on the collective agreement, refer to the Payroll <country> Implementation Guide (IMG) and choose Time wage type valuation → Valuation bases → Constant valuation bases → Define pay scale-dependent constants.

Procedure

In the SAP System, you first enter the overtime hours for the employee in the Time Management application component. The system then uses preset conditions to choose the appropriate time wage type [Seite 214], in this case "Overtime on public holidays", with the number of hours as 2. This wage type is valuated with a valuation basis that is dependent on the following employee characteristics:

- Does the employee belong to pay scale group 1?
- Does the employee belong to pay scale level 2?

The appropriate valuation basis is determined using the Pay scale module. The following values are available for the wage type *overtime on public holiday*:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUM (Number)</td>
<td>2 hours</td>
</tr>
<tr>
<td>RTE (Rate)</td>
<td>$50 per hour</td>
</tr>
</tbody>
</table>

The system calculates the wage type amount ($100) by multiplying the number by a rate.
Constant Valuation Bases that Depend on the Collective Agreement Example

**Result**

The employee receives remuneration of $100 \,(\text{Number of working hours} \times \text{valuation basis}).
Employee-Related Valuation Basis

Definition

Individual value for every employee for whom payroll is carried out on the basis of wage types.

You can valuate the bonus wage types using a percentage premium [Seite 314] in accordance with the conditions specified in the collective agreement. This premium is a supplement to the employee’s basic remuneration.

Use

You create employee-related valuated bases by copying model wage types in a wage type group [Seite 222]. The standard system contains the secondary wage types /001, /002, /003 and /004. In these secondary wage types the rate of the respective dialog wage types are collected. These rates are the respective valuation bases.

Secondary wage types /001 and /002 are used on an hourly basis for valuating wage types. Secondary wage types /003 and /004 are only used in the German payroll to valuate wage types on a daily basis.

To include a wage type in one of these valuation bases, the wage type in question must be coded in processing class 1 with a specification from the following table.

<table>
<thead>
<tr>
<th>Specification</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>The wage type is not written to a valuation basis.</td>
</tr>
<tr>
<td>1</td>
<td>The wage type is written to secondary wage type /001 (and also to secondary wage type /003 for Germany).</td>
</tr>
<tr>
<td>2</td>
<td>The wage type is written to secondary wage type /002 (and also to secondary wage type /004 for Germany).</td>
</tr>
<tr>
<td>3</td>
<td>The wage type is written to secondary wage types /001, /002, /003 and /004.</td>
</tr>
<tr>
<td>5</td>
<td>The wage type amount is divided by the total hourly amount.</td>
</tr>
</tbody>
</table>

All of the wage types that you enter using the Basic Pay infotype (0008) must be coded in processing class 1.

The secondary wage types /001 and /002, must be coded in processing class 1 with specification 5. In doing this, the basic pay for hourly-wage earners, which is cumulated in these wage types, is divided by the number of working hours in the payroll period. The resulting rate can be used as a valuation basis.

The German payroll system also requires that secondary wage types /003 and /004 are coded with specification 5 in processing class 1. No other wage types may be coded with specification 5.

In Customizing for Payroll under Time Wage Type Valuation→Valuation Bases→Assign Valuation Bases→Maintain Basic Pay for Valuation Bases you determine which dialog wage type is included in which valuation basis.

In Customizing for Payroll under Time Wage Type Valuation→Valuation Bases→Assign Valuation Bases you determine which time wage type is calculated with which valuation basis.
Employee-Related Valuation Basis

Additionally, you can determine the percentage of a valuation basis used to valuate a time wage type, and whether derived wage types are considered.

For further information on system settings, see the Implementation Guide (IMG) for Payroll:<country> under Time Wage Type Valuation → Valuation Bases → Create Person-Related Valuation Bases.
Person-Related Valuation Bases: Example

Initial Situation

In accordance with the collective agreement, all of an employee’s wage elements are used to valuate overtime worked on Sunday. However, voluntary payments are also taken into account when the overtime on public holiday wage type is valued.

Your employee works two hours on a Sunday and three hours on a public holiday. His/her salary contains the following elements:

<table>
<thead>
<tr>
<th>Wage type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard salary</td>
<td>$30 per hour</td>
</tr>
<tr>
<td>Standard bonus</td>
<td>$10 per hour</td>
</tr>
<tr>
<td>Voluntary bonus</td>
<td>$5 per hour</td>
</tr>
</tbody>
</table>

Procedure

The system creates the following person-related valuation bases:

- Valuation basis for working on a Sunday (valuation basis 1)
  Valuation basis 1 is calculated from the salary at $30 per hour plus the standard bonus at $10 per hour. $30 + $10 = $40 per hour
  The Overtime on Sundays wage type is created with the number two. This number is valuated with valuation basis 1: $40 per hour x 2 hours = $80

- Valuation basis for working on a public holiday (valuation basis 2)
  Valuation basis 2 is created using the salary, the standard bonus, and the voluntary bonus of $5 per hour. $30 + $10 + $5 = $45 per hour
  The Overtime on a Public Holiday wage type is created with the number three. This number is valuated with valuation basis 2: $45 x 3 hours = $135.

Result

In addition to his/her salary, the employee gets $80 Sunday bonus and $135 public holiday bonus.
Use

Collective agreement provisions usually stipulate that time wage types such as Overtime on Sunday and Overtime on Public Holidays must be valuated with a percentage of the employee’s basic remuneration.

The Overtime on Sunday wage type must be valuated with a 25% increase in basic remuneration, consisting of the salary, standard bonus, and voluntary bonus. Valuation basis 1 is used.

There are two ways of effecting this percentage increase:

- **Percentage increase of base wage type**

  The base wage type is the Overtime on Sunday time wage type. This wage type is valuated with 125% of valuation basis 1. If an employee works overtime on a Sunday, he or she is assigned the wage type Overtime on Sunday valuated with 125% of valuation basis 1.

- **Create a derived wage type**

  The Overtime on Sunday base wage type is valuated with 100% of valuation basis 1. You also specify the Overtime on Sunday derived wage type: 25%. This wage type is valuated with 25% of valuation basis 1. In this case, the employee has the following wage types:

  - The Overtime on Sunday base wage type is valuated with 100% of valuation basis 1.

  - The derived wage type Overtime on Sunday is valuated with 25% of valuation basis one 1.

The advantage of this procedure is that the derived wage type enables you to display and print the 25% bonus separately in the form.
Valuating using the Principle of Averages

Purpose
This method is often used to calculate absences, however, it can also be used to calculate holiday pay or other bonuses, for example.

Prerequisites
You make the system settings for calculations using the principle of averages in Customizing for Payroll under Time Wage Type Valuation → Averages New.

Here, you also find the section Previous Averages - Not for Reconfiguration, which refers to the calculation of averages up to Release 4.5. The old version is not further developed and is only available in Customizing to make changes. You can only use one of the two versions; that is, you can not use the old and new tables simultaneously.

In one of the up-coming releases, conversion from the old to new processing of averages will take place automatically.

You perform payroll monthly in your enterprise.

An employee takes 14 days leave in August. In accordance with the company agreement, the employee receives not only basic remuneration during this period of absence, but also extra remuneration to cover unearned bonuses. This extra remuneration is calculated on the basis of the bonuses for night work, work on Sundays and public holidays, which the employee received on average in the three previous months.

As an average calculation basis, on which the calculation of bonuses is based, you have set up the Collected Bonuses wage type in Customizing.

Process Flow
In this example, the absence is calculated using the principle of averages as follows:

1. Creating Average Bases
Therefore, the average calculation basis contains the sum of the wage types that you have selected for valuation using the principle of averages. In each payroll period, average calculation bases are formed in accordance with your settings in Customizing for each employee.

In the above examples the Bonus for Night Work, Bonus for Work on a Sunday, and Bonus for Work on a Public Holiday wage types are collected and added to the Collected Bonuses wage type. You can choose to collect the number of working hours, the amount, or the rate for the wage type.

2. Determining the Payroll Periods
For calculations using the principle of averages, only the average calculation bases for specific previous periods are used.
Valuating using the Principle of Averages

In the above example you have determined in Customizing that the average calculation basis should be based on the three previous months when calculating using the principle of averages. Since your employee was absent in August, that is in payroll period 8, only payroll periods 5, 6 and 7 are included in the Collected Bonuses wage type when calculating the average bonus.

3. Determining the Valuation Basis

As a calculation basis the System must determine a Rate for the Collected Bonuses wage type:

In the above example the Amount of the Collected Bonuses wage type is divided by the Number of working hours. It does not matter whether you have collected the bonuses according to Number, Amount or Rate, you must still change the calculation rule for the standard system according to the entries in Customizing.

If the average value is not recalculated for each absence valuation, you can use frozen averages [Seite 317].

If no average bases have been created for an employee, you can use the EE Remuneration Info. infotype (2010) to enter the average value directly [Seite 299] using a wage type. First, you must define a user-specific wage type for the average value and enter this in the Calculation Rules for Averages view (V_T51AV_A). For more information, see Customizing for Payroll under Time Wage Type Valuation → Averages New.

💡

You can define absence valuation rules for employee groupings (for example, for all salaried employees) and for groups of absence types (for example, paid leave). You define these absence valuation rules in Customizing. Please note, however, that the values used to perform a valuation in accordance with the principle of averages are determined using the average bases for each individual employee and are employee-specific.
Frozen Averages

Use

As an additional function for calculating averages, the R/3 System enables you to freeze average values. This means that you can use an average value calculated on the basis of several periods at the beginning of an absence for all of the periods affected by the absence, instead of always having to recalculate the average value for each period.

An employee takes leave in periods 04 and 05. The Leave absence is valuated according to the principle of averages. Three previous periods are to be used in the calculation.

In this case, the following options are possible:

- Normal valuation using the principle of averages
  The absence is valuated in period 04 for the first time using averages. The relevant previous periods are periods 01, 02, and 03. The second absence valuation takes place in period 05. In this case, the relevant previous periods are 02, 03, and 04. The absence can be valuated differently in periods 04 and 05 because the calculation is performed using average bases from different previous periods in each case.

- Valuation using frozen averages
  The absence is valuated at the start of the absence in period 04 after the average is calculated. The relevant previous periods are periods 01, 02, and 03. The calculated average is then frozen, in other words, it is saved and used again in the subsequent period (period 05). The absence is valuated in exactly the same way in periods 04 and 05 using a frozen average value.

The duration of the employee’s absence determines whether an average should be frozen or whether the absence should be valuated with a frozen average. Up until Release 4.5 the duration of the absence was queried in the R/3 System, in personnel calculation rule X016, once the calculation of averages had been concluded. For more information, see the section Technical Sequence for Processing Averages [Seite 319].

In the processing of averages this information is queried internally in the coding, as of Release 4.6.
Determining the Average Value without a Basis

Use

You can use a wage type to enter an average value for an employee instead of creating the average value using average calculation bases. This is useful if no average bases have been calculated for an employee but you still want to use an average value to valuate the employee absence. Furthermore, this procedure allows you to override the average value calculated by the system, for example, for a new employee, by entering a wage type with an average value for the employee in question.

Activities

Firstly, you must define a user-specific wage type for the average value and enter this in the Calculation Rules for Averages view (V_T51AV_A). For more information, see Customizing for Payroll under Time Wage Type Valuation → Averages New.

You enter this wage type for the employee in the EE Remuneration Info infotype (2010) as follows:

1. Enter the name of the wage type in the Wage and Salary Type field.
2. In the Amount field, enter the rate to be used as the average value.

For this employee, absence valuation is performed using the rate for this wage type, which has been entered in the EE Remuneration Info infotype (2010).
Old and New Processing of Averages

Use

As of Release 4.6B the processing of averages has fundamentally changed. You can find information on the new processing of averages under Technical Sequence for Processing Averages (new) [Seite 322]. You can find information on the old processing of averages under Technical Sequence for Processing Averages (old) [Seite 328].

For some country versions (Argentina, Brazil, Mexico, Sweden, USA and Venezuela) the new version of the processing of averages was delivered with Release 4.5B. These country versions can only use the new processing of averages and cannot choose between the old and new processing of averages. In the IMG for Payroll for these countries, the only section that still exists for the averages is Averages New.

All other countries can choose between the old and new versions for processing averages. In the corresponding IMG for Payroll, you can find both the Averages New and Previous Averages - Not for Reconfiguration sections. However, you can only use one of the two versions; that is, you can not use the old and new versions for processing averages simultaneously. If you have been using the old version for processing averages up until now, you can still continue to use this version. You do not have to convert your system to the new version. The old version for processing averages is no longer being developed.

We recommend that you use the new version for processing averages, if:

- you set up the processing of averages for wage types for the first time in your system
- up until now you have been using the old version for processing averages, but now want to use the additional functions of the new version

Changes in the Processesing of Averages

- The average value is no longer calculated for each wage type in operation MEANV (Calculation of Averages), but rather for each average value calculation rule in function AVERA (Calculation of Averages).
- All the required payroll results are imported with a database access.
- The SAP name space and the customer-specific name space for objects are clearly separated from each other.
- The bases for calculating average values can now also be formed from partial period parameters [Extern].
- You now define the average value calculation rule based on time. For example, you can specify that up until a specific point in time the averages are formed over a three month period, and then from this time over a 5 month period.
- The time unit for average periods is now freely defined For example, you can form averages over five months or 12 weeks.
Old and New Processing of Averages

- Now, you can not only include the regular payroll run in the calculation of averages, but also the off-cycle payroll run.
- If an employee changes payroll periodicity, the system adjusts the calculation of averages.
- All the averages are calculated at once. First of all the system collects all the wage types, then every average value calculation rule is applied once.

Changes in Customizing for Averages

You make the Customizing settings for averages, as of Release 4.6B, in the Implementation Guide (IMG) for Payroll under Time Wage Type Valuation → Averages New. The Customizing settings, which were previously made in personnel calculation rules or processing classes, can now be made in the maintenance view.

The following table shows a comparison between the Customizing settings for Release 4.6B and the settings that were made in releases prior to Release 4.6B:

<table>
<thead>
<tr>
<th>Customizing Setting</th>
<th>Before Release 4.6B</th>
<th>From Release 4.6B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forming the Basis for Calculating Average Values</td>
<td>View V_512W_C (Averages)</td>
<td>Table T51AV_2W (Assignment of Primary Wage Types to Average Bases)</td>
</tr>
<tr>
<td>Forming the Basis for Calculating Average Values from Partial Period Parameters</td>
<td>Personel Calculation Rule X017 (Relevancy Test for Averages Calculation)</td>
<td>Table T51AV_2P (Assignment of Partial Period Parameters to Average Bases)</td>
</tr>
<tr>
<td>Relevancy Test</td>
<td>Personel Calculation Rule X017 (Relevancy Test for Averages Calculation)</td>
<td>Table T51AV_R (Relevance Rule for Calculating Averages)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table T51AV_ROC (Off-Cycle Reasons not Relevant for Calculation of Averages)</td>
</tr>
<tr>
<td>Adjustment Rule</td>
<td>Table T511C (Adjustment Rules for Bases for Calculating Average Values)</td>
<td>Table T51AV_C (Adjustment Rules for Bases for Calculating Average Values)</td>
</tr>
<tr>
<td>Cumulation Rule</td>
<td>Table T511B (Cumulation Rules for Bases for Calculating Average Values)</td>
<td>Table T51AV_B (Cumulation Rules for Bases for Calculating Average Values)</td>
</tr>
<tr>
<td>Final Processing</td>
<td>Personel Calculation Rule X018 (Calculation of Averages after Cumulation: AMT/NUM)</td>
<td>Table T51AV_E (Final Processing Rules for Averages)</td>
</tr>
<tr>
<td>Average Value Calculation Rules</td>
<td>Table T511A (Calculation Rules for Averages)</td>
<td>Table T51AV_A (Calculation Rules for Averages)</td>
</tr>
<tr>
<td>Assigning the Valuation of Averages to a Primary Wage Type.</td>
<td>Processing Class 15</td>
<td>Table T51AV_P (Assignment of Wage Types to Average Calculation Rules)</td>
</tr>
</tbody>
</table>
Technical Process of Average Processing (New)

Purpose

⚠️

The procedure for processing averages described in this and the following sections refers to releases from Release 4.6B. The processing of averages has fundamentally changed since this release.

For more information, see the Implementation Guide (IMG) for Payroll under Time Wage Type Valuation → Averages New → Bases for Valuation of Averages [Extern].

If you have been using the old version for processing averages up until now, you can still continue to use this version. You do not have to convert your system to the new version. However, the old version for processing averages will no longer be developed. If you reconfigure, you should only use the new version for processing averages.

Prerequisites

When setting up the new average valuation of wage types in your system, you must perform the following activities:

- **Forming the Basis for Calculating Average Values**
  
  The average calculation bases are used as a basis for calculating averages. The wage types assigned to the average calculation bases are stored in the secondary wage types /201 to /232.

- **Definition of calculation rules for averages**
  
  The calculation rules are made up of the following rules and values:
  - Relevancy rules
  - Cumulation rules
  - Final processing rules
  - Comparison rules
  - Adjustment rules
  - Number of relevant previous periods
  - Specify if the calculated average value should be frozen
  - Manual values (employee- and period-specific)
  - Off-cycle rules

- **Assignment of calculation rules to wage types**
  
  This assignment defines which primary wage type should be calculated according to which calculation rule.
Technical Process of Average Processing (New)

For information on setting up average valuation, see the Implementation Guide (IMG) for Payroll under Time Wage Type Valuation → Averages New.

Process Flow

In the following, certain personnel calculation schemas and rules that start with the letter X serve as an example. The X represents the international personnel calculation schemas and rules and can be replaced with a country-specific letter. For example, there is a German personnel calculation schema D000 for the international personnel calculation schema X000.

The subschema XT00 (Processing of Time Data for Payroll) is accessed by personnel calculation schema X000. The function AVERA (Average Calculation) is called within this schema and performs the whole average calculation.

Averages are calculated in the following sequence:

1. Wage type selection and specification of calculation rules
   
   You can specify which wage types you want to valuate with an average value in Payroll Customizing under Time Wage Type Valuation → Averages New → Basis for Valuation of Averages. The function AVERA selects the wage types marked in such a way and establishes which calculation rules are assigned to these wage types.

2. The system checks the calculation rules for manual values
   
   The system checks if a manually assigned value already exists for a wage type in the internal table IT for every calculation rule. The system uses this value from the AMT field as an average value. In this case, the system skips averages calculation and continues processing with step 7.

3. The system checks the calculation rules for frozen averages
   
   For each calculation rule, the system checks the start and finish date specified in the internal table AVERAGE: If a frozen average already exists for the relevant wage type and is valid for the current period, the system skips the calculation of averages and continues processing with step 7.

4. Selection of all potentially relevant payroll results and creation of average calculation bases
   
   You have specified under which conditions a period should be relevant for the calculation of averages in the IMG for Payroll using the calculation rule in the relevancy rule. The system selects all payroll results that are, according to the relevancy rule, relevant and checks these according to the Relevancy Test for Valuation According to the New Principle of Averages [Seite 326].

   You can also flag the current period as being relevant for the calculation of averages. The system then accesses a preliminary value from the data previously determined for the current period and uses this value for average calculation. The system finally calculates the final value for the current period that is written to the results table RT at the end of averages calculation in step 9.

5. Cumulating average calculation bases
   
   The system cumulates the individual average calculation bases from the selected payroll results (from the relevant periods) for each calculation rule in the internal table MV.
Technical Process of Average Processing (New)

In Customizing for Payroll under Time Wage Type Valuation → Averages New → Create Calculation Rules for Averages [Extern], you can specify which of the values from the fields NUM, RTE or AMT of the wage type are cumulated. Here, you can also specify which sign (+/-) should be used to cumulate each value.

In Customizing for Payroll under Time Wage Type Valuation → Averages New → Create Calculation Rules for Averages, you can make the following settings in the view Adjustment Rules for Bases for Calculating Average Values (V_T51AV_C) using adjustment rules:

- You can decide whether the system reads payroll results that are only partially in the averages period completely, partially or not at all for averages calculation.
- You can take a pay increase or an individual wage increase and, in this way, adjust the average calculation bases to the increased payments.
- You can make both positive and negative adjustments.

6. Calculation of the average value

The average value is calculated in the personnel calculation rule X018. In the standard system, the system divides the cumulated amount calculated in step 5 for all AMT fields by the cumulated amount from all NUM fields of the average calculation bases. You can also specify your own formulas or constants in the personnel calculation rule X018. The result of the calculation is the average value in the RTE field (rate).

In Customizing for Payroll under Time Wage Type Valuation → Averages New → Create Calculation Rules for Averages, you can create your own final processing rules in the view Final Processing Rules for Averages (V_T51AV_E), which you can then assign to a calculation rule.

In Customizing for Payroll under Time Wage Type Valuation → Averages New → Create Calculation Rules for Averages, you can create your own final comparison rules in the view Comparison Rules for Averages (V_T51AV_W), which you can then assign to a calculation rule. For example, you can compare the calculated value with a specified value (for example, standard pay) and specify under which conditions which value should be used as an average value.

7. Multiplying the average value with the number

The system writes the average value calculated in step 6 in the RTE field for every calculation rule to the RTE field for all wage types that are assigned to this calculation rule. The amount of the average value in the field AMT of the wage types is the result of multiplying the contents of the fields RTE and NUM for each wage type.

8. Freezing the average

You may want to freeze the value obtained by calculating averages. To do so, you can save the average value from the RTE field in the payroll results in the internal table AVERAGE for every calculation rule. In Customizing for Payroll under Time Wage Type Valuation → Averages New → Create Calculation Rules for Averages, you can specify the period for which the average should be frozen in the view Calculation Rules for Averages (V_T51AV_A).

9. Creating the average calculation bases for subsequent periods

The function ADDCU (Update Cumulations) checks which wage types from the results table RT should be included in an average calculation basis. These wage types are collected in the relevant average calculation bases and the average calculation bases
are finally written to the results table RT. This means that they are available in the payroll results for future calculations according to the principle of averages.
Relevancy Test for Valuation According To the New Principle of Averages

Purpose

When calculating average values, the SAP System uses the average bases that are stored for each employee. You can flag payroll results and average periods as relevant or irrelevant for the calculation of averages, based on particular criteria. Starting at the current period, the system performs a relevancy test for the current and previous periods. If the average period is relevant, cumulation takes place in a secondary wage type.

If you use Off-Cycle Activities [Seite 174] in your system, you can use the new method of calculating averages to exclude certain off-cycle payroll runs from averages valuation if there is an off-cycle reason.

Prerequisites

In Customizing for Payroll you determine via Time Wage Type Valuation → Averages New → Create Calculation Rules for Averages [Extern] the following default values:

- Number and unit of relevant average periods
  Taking the current period as the starting point, the number of previous periods that the system must deem relevant and use to calculate averages. This is independent of payroll periodicity.

- Maximum number of average periods
  The maximum number of periods that the system checks to determine the required number of relevant average periods.

Process Flow

The decision as to whether an average period is relevant for the calculation of averages is made in two steps:

1. Taking the current period as the starting point, the system checks if a payroll result is relevant. It does this for all payroll results that were marked as being potentially relevant.

2. The periodicity of payroll results and average periods can be different, for example, if you have weekly payroll results but use monthly average periods. Using the payroll results that were flagged as being relevant or irrelevant, the system checks if the average period is relevant. You can make the following settings in Customizing for this:
   - An average period is only relevant when all the payroll results assigned to it are relevant.
   - An average period is only relevant when at least one of the payroll results assigned to it are relevant.
Relevancy Test for Valuation According To the New Principle of Averages

Result

The relevancy test can have the following results:

- A period is relevant for the calculation of averages.
  In this case, the average calculation bases for the period are cumulated according to the cumulation rule stored in table T51AV_B (Cumulation Rules for Average Calculation Bases).

- A period is not relevant in the calculation of averages.
  In this case, the average bases are not cumulated which means that they are not included in the calculation of averages.

Example

The number of relevant average periods is two. The maximum number of average periods is four. The calculation of the averages takes place in period 8. You have monthly average periods but run payroll on a weekly basis. An average period is relevant if all the payroll results assigned to it are relevant. The current period should not be taken into consideration in the calculation of averages.

1. Checking the payroll results:
   The system checks all the results of the weekly payroll run, which are assigned to the average periods 7, 6, 5 and 4 and decides if these payroll results are relevant or not.

2. Checking the average periods:
   The system finally checks the average periods until it has found at least two that are relevant. For example, if a payroll result, which is assigned to the average period 6 was flagged as being irrelevant, the average period is, according to the specifications, also irrelevant.

The system checks a maximum of four previous periods, in this example the periods 7, 6, 5 and 4. If the desired number of periods is not found after the check, the calculation of averages is carried out with the least number of periods. If the system checks the maximum number of previous periods but fails to find a single relevant period, the average value is 0.
Technical Process of Average Processing (Old)

Prerequisites

⚠️ The procedure for processing averages described in this section, and in the following sections, refers to releases prior to Release 4.6B. The processing of averages as of Release 4.6B has fundamentally changed. For more information, see Old and New Processing of Averages [Seite 319] and the Implementation Guide (IMG) under Payroll → Time Wage Type Valuation → Averages New → Bases for Valuation of Averages [Extern].

If you been using the old version for processing averages up until now, you can now use this version. You do not have to convert your system to the new version. However, the old version for processing averages will no longer be developed. If you reconfigure, you should only use the new version for processing averages.

Process Flow

The old version of average processing takes place in the following sequence:

1. Creating Bases for Calculating Averages

Primary wage types to be included in the average bases are cumulated in one of the secondary wage types for average bases in accordance with the entries you have made. This cumulation is performed in each payroll period for each employee. The average bases are stored in internal table RT at the end of payroll, and are available for future calculations performed in accordance with the principle of averages.

2. Specifying the Wage Types to be Valuated Using the Averages Principle

The subschema XT00 (Processing of Time Data for Payroll) is accessed by personnel calculation schema X000. The calculation rule X015 (Valuation of Time Wage Types) is the first action relevant to the calculation of averages.

💡 In the following, the X sign represents certain personnel calculation schemas and rules. This sign stands for the international versions of the personnel calculation schemas and rules and can be replaced with a country-specific letter. For example, there is a German personnel calculation schema D000 for the international personnel calculation schema X000.

The personnel calculation rule X015 determines whether the internal table IT contains time wage types that should be valuated according to the principle of averages. The contents of the AMT (Amount), NUM (Number), and RTE (Rate) fields are checked using decision operations AMT?0, NUM?0 and RTE?0.
If the AMT field contains a value, the wage type will be transferred with the operation ADDWT (Add Wage Type to Subsequent Wage Type).

If the AMT field does not contain a value, but the NUM and RTE fields do contain values, the value in the NUM field will be multiplied by the value in the RTE field. The result is entered in the AMT field and the wage type is transferred with the operation ADDWT.

If only the NUM field contains a value, the operation VALBS (Evaluate Valuation Bases) queries whether a valuation basis has been entered in table T512W for the wage type. If this is the case, the wage type is valuated using the appropriate valuation basis. If a valuation basis has not been specified, but a specification has been entered for processing class 15, the wage type is valuated in accordance with the principle of averages. Processing is continued using operation GCY with personnel calculation rule X016 (Special Processing for the Valuation of Time Wage Types).

Only wage types that meet the following conditions are calculated according to the principle of averages:

- Only the NUM field (Number) contains a value.
- No valuation basis has been entered.
- A specification has been entered for processing class 15.

3. Defining Calculation Rules

After defining which wage types are to be valuated according to the principle of averages, the calculation rule is defined. This is carried out by the decision operation VWTCL 15 in the calculation rule X016. This decision operation queries processing class 15. Wage types that are to be evaluated using the principle of averages, are coded in processing class 15 with a particular specification. The operation MEANV <nn> is called for each specification. In this operation, nn stands for a calculation rule from the Calculation Rules for Averages view (V_T511A). Depending on the calculation rule, operation MEANV <nn> performs the actual calculation of average values.

Your wage type has specification 1 in processing class 15. You have entered personnel calculation rules X017 (Relevancy Test for Averages), X018 (Calculation of Averages after Cumulation) and the cumulation type 01 (from the Cumulation Rules for Bases for Calculating Average Values view (V_T511B)) for calculation rule 01. You have also specified that 3 previous periods should be taken into account when the averages are calculated. In rule X016, the operation MEANV 01 is assigned to specification 1. Using parameter 01, calculation rule 01 is determined using personnel calculation rules X017 and X018, cumulation type 01, and 3 previous periods. Operation MEANV performs the calculation of averages on the basis of these entries.

4. Calculating the Averages

Operation MEANV performs the following steps when calculating averages:
Technical Process of Average Processing (Old)

1. The internal table MV is queried and this determines whether averages have already been calculated for the employee concerned within the current payroll period using the same average calculation rule.
   - If this is the case, the value that has already been determined is entered in the RTE field (rate).
   - If this is not the case, step 2 is performed.

2. The internal table IT is queried and determines whether the Average Value wage type exists for the employee concerned (from the Calculation Rules for Averages view (V_T511A)).
   - If this is the case, the value is entered in the RTE field (rate).
   - If this is not the case, step 3 is performed.

3. The individual periods are processed.
   a. Each previous period to be processed is imported, starting with the current period - 1.
   b. The relevancy test is performed.
   c. If the period is relevant, the cumulation takes place using the cumulation rule.

4. The system checks whether the maximum number of periods to be taken into account has been reached.
   - If this is not the case, return to step 2.

5. The final processing of averages is performed:
   a. The average is calculated using personnel calculation rule X016 for final processing of averages from the Calculation Rules for Averages view (V_T511A).
   b. The value is entered in the RTE (Rate) field for the wage type to be valuated.

When the calculation of averages has finished, an average value is entered in the RTE field (Rate) for the appropriate wage type. This average value is used to effect a valuation (usually of absences). To do this, the values in the RTE and NUM fields are multiplied.

5. Special Processing for Frozen Averages

Special processing for frozen averages is dependent on the specification of a wage type in processing class 15. If a wage type has specification A in processing class 15, the decision operation ABEVL? will be called in the calculation rule X016.

The decision operation ABEVL? determines whether an employee’s absence goes beyond the current period and returns a value (0, 1, 2 or 3) as the result of the query. Based on this value, you can trigger the following absence valuations in the personnel calculation rule X016:

- Return value 0: The absence begins and ends in the current period.
  - Operation MEANV calculates the average.
- Return value 1: The absence begins in the current period and ends in the next period.
In this instance, the average value is calculated for the current period and frozen for the next period.

- Operation MEANV calculates the average.
- Operation ZERO=NA sets the NUM (Number) and AMT (Amount) fields to zero.
- Operation ELIMI deletes split indicators.
- Operation ADDNAE/02A transfers the value from the RTE field (Rate) to wage type /02A and saves the value in the internal table RT. By placing the value in this wage type, the rate, in other words, the average value, is frozen and can be re-used in the next period to valuate the same absence.

- **Return value 2**: The absence begins in the previous period, continues through the current period, and ends in the next period.

  The absence is first valuated in the current period using the frozen average value from the previous period. The average value is then frozen again for the next period.

  - Operation RTE=L /02A reads wage type /02A, in which the average value of the previous period was fixed, from internal table LRT.
  - Operation MULTI NRA multiplies the value in the Rate (RTE) field, in other words the average value, by the Number (NUM) field, in other words the number of absence hours or absence days. The result is entered and stored in the Amount (AMT) field.
  - Operation ZERO=NA sets the NUM (Number) and AMT (Amount) fields to zero.
  - Operation ELIMI deletes split indicators.
  - Operation ADDNAE/02A transfers the value from the RTE field (Rate) to wage type /02A and saves the value in the internal table RT. By placing the value in this wage type, the rate, in other words, the average value, is frozen and can be re-used in the next period to valuate the same absence.

- **Return value 3**: The absence starts in the previous period and ends in the current period.

  The absence is valuated using the frozen average value of the previous period.

  - Operation RTE=L /02A reads wage type /02A, in which the average value of the previous period was fixed, from internal table LRT.
  - Operation MULTI NRA multiplies the value in the Rate (RTE) field, in other words the average value, by the value in the Number (NUM) field, in other words the number of absence hours or absence days. The result is entered and stored in the Amount (AMT) field.
Valuation of Primary Wage Types

Use

To valuate primary wage types using the principle of averages, you must flag these wage types accordingly. To do this, use the Processing Classes, Cumulations, and Evaluation Classes view (8V_512W_D) to enter a specification for primary wage type in processing class 15. Each specification of processing class 15 corresponds to a calculation rule in the Calculation Rules for Averages view (V_T511A).

The following parameters must be set for each calculation rule:

- Personnel calculation rules, used for the relevancy test for valuations in accordance with the principle of averages [Seite 333].
- Conditions for the cumulation of average calculation bases [Seite 334].
- Personnel calculation rules for the final processing of averages [Seite 336]
- Number of periods [Seite 335], used for valuations in accordance with the principle of averages.

The Averages view (V_512W_C) enables you to determine the secondary wage type for average bases in which the primary wage type for the calculation of averages is cumulated. It also enables you to determine whether the RTE (Rate), NUM (Number) or AMT (Amount) field is cumulated.
Relevancy Test for Valuation Using the Principle of Averages (old)

Use
You can flag a payroll period as relevant or irrelevant for the calculation of averages, based on particular criteria. In this respect, you can define a personnel calculation rule according to which a relevancy test is carried out.

The standard system includes the calculation rule X017 (Relevancy Test for Averages). You can modify the calculation rule to meet your enterprise-specific requirements. In the standard system, all previous periods are flagged as relevant in calculation rule X017.

You want to determine that the only payroll periods used in the calculation of averages are those in which the employee has at least 15 social insurance days.

You can create a customer calculation rule to perform this query for each employee and then flag only the periods in which the employee has at least 15 social insurance days as relevant for the calculation of averages.

Prerequisites
In Customizing for Payroll under Time Wage Type Valuation → Averages Old → Create Relevancy Test, you can define customer calculation rules for the relevancy test. You must then assign the average calculation rule to a calculation rule in the Calculation Rules for Averages view (V_T511A).

The relevancy test can have the following results:

- A period is relevant for the calculation of averages.
  
  The average bases of the period are cumulated in accordance with the cumulation rules in view V_T511B Cumulation Rules for Average Bases.

- A period is not relevant in the calculation of averages.
  
  The average bases are not cumulated which means that they are not included in the calculation of averages.
Cumulating Average Bases

Use

If the relevancy test has determined that the average bases of a period must be included in the calculation of averages, the average bases are cumulated in internal table MV.

In Customizing for Payroll under Time Wage Type Valuation → Averages Old → Create Cumulation Rules for Bases for Calculating Averages, you can specify which of the values from the following fields are cumulated:

- NUM (Number) of a wage type
- AMT (Amount) of a wage type
- RTE (Rate) of a wage type

You can also specify which sign (+/-) should be used to cumulate each value.

In the Cumulation Rules for Bases for Calculating Average Values view (V_t511B), you create the cumulation rules in accordance with the conditions. You must then assign a cumulation rule to a calculation rule in view V_T511A Calculation Rules for Averages.
Determining Relevant Previous Periods

Use

When calculating average values, the SAP System uses the average bases of previous periods that are stored for each employee. Starting at the current period, the system performs a relevancy test for the previous period. If the period is relevant, cumulation takes place in a secondary wage type.

In Customizing for Payroll you determine via Time Wage Type Valuation → Averages Old → Create Calculation Rules for Averages [Extern] the following default values:

- **Number of relevant periods**
  - Taking the current period as the starting point, the number of previous periods that the system must deem relevant and use to calculate averages.

- **Maximum number of periods**
  - The maximum number of previous periods that the system checks to determine the required number of relevant periods.

The number of relevant periods is two. The maximum number of periods is four. The calculation of the averages takes place in period 8. The system keeps checking previous periods until it has found at least two that are relevant. A maximum of four previous periods are checked, in this example the periods 7, 6, 5 and 4. If the desired number of periods is not found after a maximum check of four previous periods then the calculation of averages is carried out with the fewest number of periods. If the system checks the maximum number of previous periods but fails to find a single relevant period, the average value is 0.
Final Processing of Averages

Use

After the calculation of averages, the Rate field (RTE) must contain a valuation basis for the wage type in question. A formula must be created in the personnel calculation rule used. This formula performs the final processing of averages step.

The standard system contains the calculation rule X018 (Calculation of Averages After Cumulation: AMT/NUM). This calculation rule calculates an hourly rate by dividing the value in the AMT field (Amount) by the value in the NUM field (Number). The hourly rate is entered in the RTE (Rate) field.

Prerequisites

In Customizing for Payroll under Time Wage Type Valuation → Averages Old → Create Final Processing Rule, you can create an individual personnel calculation rule for final processing of averages. You must then assign this personnel calculation rule to a calculation rule in view V_T511A Calculation Rules for Averages.
Adapting the Average Bases to Increased Payments

Use

You can take a standard or individual wage increase into account when creating the average calculation bases. You must define a rule in Customizing to adapt the average bases to the changed pay scale conditions with retroactive effect. For more information see Customizing for Payroll and choose Time Wage Type Valuation → Averages → Create Adjustment Rules for Bases for Calculating Averages.
Partial Period Remuneration (Factoring)

Purpose

If an employee did not work for the whole payroll period, then a partial remuneration is calculated during the payroll run. In this way only results for the current period are considered. Factoring is used in the following cases:

- To reduce payments [Seite 340] made to an employee because he or she joins, leaves, or is absent from the company during a period
- To calculate remuneration for an exact period [Seite 341] because of substitutions, changes in basic pay, organizational reassignments, or changes in the personal work schedule
- To calculate cost accounting wage types for an exact period. This will enable you to decide how much remuneration an employee receives for work done and for paid absences. The different amounts can be assigned to different cost centers.

Scope of Function

To determine an employee’s exact remuneration, the remuneration amount is multiplied by a partial period factor. The partial period factor can be calculated using different methods:

- Payment method
- Deduction method
- Hybrid of payment and deduction methods
- PWS method
- All or nothing method

You find guidelines on which method to select in the collective agreement, the company agreement and in the documentation on the individual methods. The question of which method to use is extremely important, particularly if payroll is run for monthly periods.

The standard system contains a few examples for factoring rules that are needed to determine the partial period factor. You can either use these rules as they are, or adapt them in Customizing for Payroll under Factoring to meet your company requirements. Using Create Wage Types for Cost Accounting, you assign the wage types to different wage types for cost accounting.

The following infotypes are evaluated for factoring in payroll:

- Actions infotype(0000)
- Organizational Assignment infotype(0001)
- Planned Working Time infotype (0007)
- Basic Pay infotype(0008)
- Recurring Payments and Deductions infotype (0014)
- Additional Payments infotype (0015)
- Absences infotype (0015)
- Substitutions infotype (2003)
Partial Period Remuneration (Factoring)
Application Examples for Reductions

When the following situations arise within a payroll period, the payments made for an exact period are reduced:

- Reduction in basic pay
  - An employee joins the company on a day other than the first day of the period.
  - An employee leaves the company on a day other than the last day of the period.
  - An employee takes one week of unpaid leave.

- Reduction of recurring payments
  - An employee regularly receives a transportation allowance but takes leave for three weeks. The transportation allowance must only be paid for the period during which the employee travels to work.

- Reduction of additional payments
  - Your enterprise only pays a bonus on the condition that the employee will still be working for the enterprise the following month.
Application Examples for Period-Specific Remuneration Calculation

When the following situations arise within a payroll period, wage types are calculated for exact periods. This means that the remuneration elements are calculated separately for each partial period.

- Change in basic pay
  
  An employee’s payments are increased in the middle of a period. One half of the lower, period-specific remuneration amount is paid for the first partial period, and one half of the higher, period-specific remuneration amount is paid for the second partial period.

- Organizational assignment
  
  An employee changes department and is, therefore, assigned to a different cost center. This does not mean that the employee receives more or less remuneration, but it does mean that the appropriate amounts must be debited to the cost centers in question for exact periods.
Partial Period Factor

Definition
You can find a definition of the term Partial Period Factor [Extern] in the glossary.

Structure
The SAP System uses the following formula to calculate the partial period factor:

\[(\text{Planned working time or flat rate period working time} - \text{absence}) \div \text{divisor}\]

All of this formula’s parameters [Seite 343] are time entries that must be based on the same calculation unit. The following calculation units exist:

- Working hours (S)
- Work days (A)
- Calendar days (K)

The parameters for the factoring formula are available in table PSP (Personal Work Schedule) in all three calculation units. In the personnel calculation rule, the calculation unit of the individual parameters is indicated by the above letters.

SSOLL contains the value for planned working time in hours, and ASOLL contains the value in work days.

When calculating the partial period factor you must specify the period that should be used:

- Partial period
  If a WPBP split indicator exists for a basic pay wage type, you should use a partial period as the calculation basis. In this case, the period of each partial period is used as planned working time. In this case a “T” is set before the calculation formula parameters in the personnel calculation rules.

- Whole period
  If there is no WPBP split indicator or if it is not relevant to the proportional calculation of remuneration, use the whole period as the calculation basis. For example, this is the case for recurring payments/deductions or additional payments. In this case, the period of the whole period is used as planned working time. A “G” is set before the calculation formula parameters in the personnel calculation rules.
Factoring Parameter

The formula, with which the partial period factor is determined, is filled as follows:

- Planned working time
  
  Planned working time is determined using table PSP (Personal Work Schedule). The values of the planned working time parameter can be different for employees in the same period if they have different personal work schedules.

- Flat rate period working time
  
  The flat rate period working time is determined using table WPBP (Work Center/Basic Pay).

- Absence
  
  In reductions, absence means the working time during which an employee was not at work and did not get paid. The absence is paid out in counting classes.

- Partial period
  
  If remuneration elements are calculated for exact periods, employee remuneration is calculated separately for specific partial periods. These partial periods are determined using table WPBP (Work Center/Basic Pay).

- Divisors
  
  The flat rate or individual period working time is used as a divisor in accordance with table PSP (Personal Work Schedule).

The parameters have the following meaning:

<table>
<thead>
<tr>
<th>Value of whole period</th>
<th>Value of a partial period</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSSOLL</td>
<td>TSSOLL</td>
<td>Planned working time in hours</td>
</tr>
<tr>
<td>GASOLL</td>
<td>TASOLL</td>
<td>Planned working time in work days</td>
</tr>
<tr>
<td>GKSOLL</td>
<td>TKSOLL</td>
<td>Planned working time in calendar days</td>
</tr>
<tr>
<td>GSAU**</td>
<td>TSAU**</td>
<td>Unpaid absence in hours for all counting classes</td>
</tr>
<tr>
<td>GAAU**</td>
<td>TAAU**</td>
<td>Unpaid absence in work days for all counting classes</td>
</tr>
<tr>
<td>GKAU**</td>
<td>TKAU**</td>
<td>Unpaid absence in calendar days for all counting classes</td>
</tr>
<tr>
<td>GSAP**</td>
<td>TSAP**</td>
<td>Paid absence in hours for all counting classes</td>
</tr>
<tr>
<td>GAAP**</td>
<td>TAAP**</td>
<td>Paid absence in work days for all counting classes</td>
</tr>
<tr>
<td>GKAP**</td>
<td>TKAP**</td>
<td>Paid absence in calendar days for all counting classes</td>
</tr>
</tbody>
</table>
### Factoring Parameter

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSAX**</td>
<td>Work on public holidays in hours for all counting classes</td>
</tr>
<tr>
<td>TAAX**</td>
<td>Work on public holidays on a work day for all counting classes</td>
</tr>
<tr>
<td>GKAX**</td>
<td>Work on public holidays on a calendar day for all counting classes</td>
</tr>
<tr>
<td>GSDIVI</td>
<td>Individual period working time in hours</td>
</tr>
<tr>
<td>GADIVI</td>
<td>Individual period working time in work days</td>
</tr>
<tr>
<td>GSDIVP</td>
<td>Flat rate period working time in hours</td>
</tr>
<tr>
<td>GADIVP</td>
<td>Flat rate period working time in work days</td>
</tr>
<tr>
<td>GKDIVP</td>
<td>Flat rate period working time in calendar days</td>
</tr>
</tbody>
</table>
Technical Sequence for Partial Period Remuneration

Purpose
For information on the use of partial period remuneration see partial period remuneration (factoring) [Seite 338].

Prerequisites
The following conditions must be met before factoring schema xAL0 can run correctly:

- In Customizing for Payroll under Factoring→Create Reduction Factors you have determined the way in which the system should calculate the employees remuneration in different situations.
- Processing classes 10 (Mark wage types for factoring) and 31 (Split monthly lump sums for cost accounting) must be maintained for the primary wage types that require factoring.

Process Flow

The X sign appears in the following text in a number of schemas, functions, and personnel calculation rules. This abbreviation represents the country indicator and the international versions of the schemas, functions, and personnel calculation rules. You should only use this if schemas, functions, and personnel calculation rules have not been set up specifically for your country or if you do not want to use the country-specific functions that are available.

In personnel calculation schema X000 (Determine gross wage and transfer) subschema xAL9 (factoring and storage) is called up. The country-specific factoring schemas included in the standard system take account of common, country-specific requirements. If a country-specific schema does not exist for your country, make a copy of international subschema XAL9 or a suitable country-specific schema, and adapt the copy to your particular requirements.

1. Using function GEN/8 the system generates the secondary wage types /801 to /8<nn> for every partial period and enters them in the Input Table (IT).

These wage types contain the partial period factor. The value is set at 1 in each wage type and is then multiplied by the constant GENAU 100,000.00 to increase the accuracy of the calculations. The result is written to the Rate (RTE) field. The partial period factor can be changed in further procedures.

The employee subgroup grouping for personnel calculation rules and the WPBP split indicator are entered in each generated secondary wage type /8<nn>.

The standard system generates 16 secondary wage types for the partial period factors. You can use the secondary wage types /801 to /809 for your own partial period factors. The secondary wage types /810 to /816 are used in the R/3 System to calculate monthly lump sums.

2.
Technical Sequence for Partial Period Remuneration

If no split indicator is available the value of the partial period remains 1. The corresponding wage type is paid out with the whole amount. If the checked wage type contains a split indicator the factoring process continues.

3. Using the personnel calculation rule xPPF the system determines the partial period factor for each partial period.

If the employee worked in the payroll period, the system determines whether he was also absent and using this information calculates the partial period factor. The RTE field (rate) is updated in the input table (IT) for each secondary wage type /8<nn>.

4. Using the personnel calculation rule xCMO the System determines the flat-rate period for cost accounting.

The processing class 31 (Cost distribution) for all wage types in the Input Table (IT) is valuated and the amount of the following cost accounting wage types is calculated:

- /840 (Difference between Working Hours for the Current Month and the Average Value)
- /844 (Paid public holidays)
- /845 (Total paid non-work)
- /846 (Total unpaid absences)

5. Using the personnel calculation rule xVAL the System determines the salary components of the wage types in the Input Table (IT) by multiplying the amount of the primary wage type with the rate of the wage type /80<n>, which corresponds to the specification of processing class 10 (Mark wage types for factoring).

The new calculated value is then entered in the AMT field (Amount) of the corresponding primary wage type.

6. The system determines the hourly rates for cost accounting.

7. The reduced values are written in the Input Table (IT).
PWS Method

Definition

The method used to calculate partial period factors.

Use

If the PWS method is used to calculate the partial period factor, the individual, actual planned working time according to the employee’s personal work schedule (PWS) is used as the divisor.

The PWS method is suitable for use in the following situations:

- for reductions if planned working time is specified exactly and you enter all deviations from planned working time in the following infotypes:
  - Absences infotype (2001)
  - Substitutions infotype (2003)
  - Planned Working Time infotype (0007)
- Rules for calculating partial payments for exact periods

The PWS method is not suitable if the payroll is run for monthly periods. The employee then has a lower reduction amount in periods with less planned working time (short months) than in periods with more planned working time (long months).

Structure

The partial period factor is calculated as follows:

\[
\text{Factor} = \frac{\text{planned working time} - \text{absence}}{\text{individual period working time}}
\]
Payment Method

Definition
The method used to calculate partial period factors.

Use
If the payment method is employed, the employee is remunerated for the period actually worked or for paid absences. The constant for the flat-rate period working time is used as the divisor.

If the payroll is run for monthly periods, the general divisor determines that each calculation unit [Seite 342] (hour or day) has the same value, irrespective of whether the period is a short or long month.

The payment method is suitable for use in the following situations:
- The employee has many unpaid absences.
- The actual length of the period is not different from the general length of the period (for example, weekly payment).

The payment method is not suitable to use in the following situations:
- Payroll is run for an employee on a monthly basis (monthly or half-monthly) and the employee has only few unpaid absences.
- In long months (for example, July) remuneration could be calculated and the amount could exceed the basic remuneration amount for the period, despite the absences.
- In short months (e.g. February) an employees remuneration is reduced too much even if there are few absences.
- Partial payments must be calculated for exact periods.
  The employee would receive an amount that is different from the remuneration amount for the period because the number of hours or days does not correspond to the average.

Structure
The partial period factor is calculated as follows:
Factor = (planned working time - absence) / general period working time

You can use the average values typical for your particular country, industry, or company as general period working time.
Deduction Method

Definition
The method used to calculate partial period factors.

Use
If the deduction method is employed, a prorata amount is deducted from employee remuneration for the period of his or her unpaid absence. The constant for the flat-rate period work time is used as the divisor.

If the payroll is run for monthly periods, the general divisor determines that each calculation unit [Seite 342] has the same value, irrespective of whether the period is a short or long month.

The deduction method is suitable to use in the following situations:
- The employee has few unpaid absences.
- The actual length of the period is not different from the general length of the period (for example, weekly payment).

The deduction method is not suitable to use in the following situations:
- Payroll is run for an employee on a monthly basis (monthly or half-monthly) and the employee has only a few unpaid absences.
- In long months (e.g. July) a large number of absences could result in negative remuneration, i.e. money would be claimed from the employee.
- In short months (e.g. February) the employee also receives remuneration if he was absent for the whole month.
- Partial payments must be calculated for exact periods.

The employee would receive an amount that is different from the remuneration amount for the period because the number of hours or days does not correspond to the average.

Structure
The partial period factor is calculated as follows:

\[ \text{Factor} = \frac{\text{general period work time} - \text{absence}}{\text{general period work time}} \]

You can use the average values typical for your particular country, industry, or company as general period working time.
Hybrid of Payment and Deduction Methods

**Definition**

The method used to calculate partial period factors.

**Use**

Since the deduction method is used for a lot of absences and the payment method is used for few absences it is recommended that each individual should decide which method should be used. For few absences the payment method should be used because then the remuneration is high. For a lot of absences the deduction method should be used because then the employee would earn less accordingly.

Mary Brown receives a basic monthly pay of 5,456.00 and has a general period working time of 22 workdays. In a month that contains 23 workdays, she has an unpaid absence of 10 workdays.

**Reduction using different methods**

<table>
<thead>
<tr>
<th>Days of absence</th>
<th>Factoring method</th>
<th>Partial period factor</th>
<th>Standard salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Deduction</td>
<td>(22-10)/22 = 12/22</td>
<td>2 976,00</td>
</tr>
<tr>
<td>10</td>
<td>Payment</td>
<td>(23-10)/22 = 13/22</td>
<td>3 224,00</td>
</tr>
<tr>
<td>11</td>
<td>Deduction</td>
<td>(22-11)/22 = 11/22</td>
<td>2 728,00</td>
</tr>
<tr>
<td>11</td>
<td>Payment</td>
<td>(23-11)/22 = 12/22</td>
<td>2 976,00</td>
</tr>
</tbody>
</table>

The calculation shows: If Mary Brown were to be absent and unpaid for 11 days she would earn just as much if the calculation was made using the payment method as she would if the absence were calculated for 10 days using the deduction method.
All or Nothing Method

Definition
The method used to calculate partial period factors.

Use
If the all or nothing method is employed, the employee receives either the entire wage type amount or nothing at all. A criterion for entitlement to the entire amount could, for example, be a minimum period that the employee must have worked. If the condition is met, the factor is 1. If the condition is not met, the factor is 0.

The all or nothing method is suitable to use in the following situations:

- Cost transfer of travel allowance
- If the employer pays a savings plan allowance
Reduction of Payments: Example

Gertrude Jones has unpaid leave from February 3 to March 29. This means that she works just 2 days in both February (20 workdays) and March (23 workdays). Her monthly basic remuneration is 3252,00. Her weekly working time is based on 37 hours.

Parameter values in hours

<table>
<thead>
<tr>
<th>Parameter</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned working time (SSOLL)</td>
<td>148</td>
<td>172</td>
</tr>
<tr>
<td>Absence (SAU)</td>
<td>132</td>
<td>156</td>
</tr>
<tr>
<td>Individual period working time (SDIVI)</td>
<td>148</td>
<td>172</td>
</tr>
<tr>
<td>General period working time (SDIVP)</td>
<td>167,7</td>
<td>167,7</td>
</tr>
</tbody>
</table>

Reduction using different methods

<table>
<thead>
<tr>
<th>Method</th>
<th>Calculation formula</th>
<th>Remuneration for February</th>
<th>Remuneration for March</th>
</tr>
</thead>
<tbody>
<tr>
<td>PWS</td>
<td>a = (SSOLL-SAU**)/SDIVI</td>
<td>0,108</td>
<td>0,093</td>
</tr>
<tr>
<td></td>
<td>Reduced remuneration: b x a</td>
<td>351,22</td>
<td>302,44</td>
</tr>
<tr>
<td>Payment</td>
<td>a = (SSOLL-SAU**)/SDIVP</td>
<td>0,095</td>
<td>0,095</td>
</tr>
<tr>
<td></td>
<td>Reduced remuneration: b x a</td>
<td>308,94</td>
<td>308,94</td>
</tr>
<tr>
<td>Deduction</td>
<td>a = (SDIVP-SAU**)/SDIVP</td>
<td>0,213</td>
<td>0,070</td>
</tr>
<tr>
<td></td>
<td>Reduced remuneration: b x a</td>
<td>692,68</td>
<td>227,64</td>
</tr>
</tbody>
</table>

Legend [Seite 343]

a = Partial period factor  b = basic remuneration

If the payment method is employed, Gertrude Jones receives the same amount of remuneration for both months. If the deduction method is employed, she is significantly overpaid in February and significantly underpaid in March. If the PWS method is used, she would still receive a higher salary in February than in March, however the difference would be significantly lower than when using the deduction method.
Calculating Period-Specific Remuneration: Example

Mary Brown receives a basic monthly pay of 5,456.00 and has a general period working time of 22 workdays. She changes cost center on the 16th of a month containing 23 workdays.

Calculating using different methods

<table>
<thead>
<tr>
<th>Partial period in workdays</th>
<th>Factoring method</th>
<th>Partial Period Factor</th>
<th>Remuneration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.-15. = 11</td>
<td>Payment</td>
<td>(23–11)/22 = 12/22</td>
<td>2 976.00</td>
</tr>
<tr>
<td></td>
<td>Deduction</td>
<td>(22–11)/22 = 11/22</td>
<td>2 728.00</td>
</tr>
<tr>
<td></td>
<td>PWS</td>
<td>(23–11)/23 = 12/23</td>
<td>2 846.60</td>
</tr>
<tr>
<td>16.-30. = 12</td>
<td>Payment</td>
<td>(23–12)/22 = 11/22</td>
<td>2 728.00</td>
</tr>
<tr>
<td></td>
<td>Deduction</td>
<td>(22–12)/22 = 10/22</td>
<td>2 480.00</td>
</tr>
<tr>
<td></td>
<td>PWS</td>
<td>(23–12)/23 = 11/23</td>
<td>2 609.40</td>
</tr>
<tr>
<td></td>
<td><strong>Total using payment method</strong></td>
<td></td>
<td><strong>5 704.00</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total using deduction method</strong></td>
<td></td>
<td><strong>5 208.00</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total using PWS method</strong></td>
<td></td>
<td><strong>5 456.00</strong></td>
</tr>
</tbody>
</table>

Since Mary Brown only changed cost center and was not absent, her basic payments should be calculated using the PWS method. With this calculation method she receives the basic payments that she is entitled to for this month.
Net Part of Payroll

Purpose

This component enables you to determine an employee’s net remuneration, according to contractual requirements. Net pay is the amount paid after the deduction of tax and social insurance contributions from gross remuneration.

You can use different gross values to calculate deductions. For this reason, you form different totals during a payroll run which you then use for future processing.
Taxation

Purpose

The Taxation component calculates the amount of tax that an employee must pay in line with Bureau of Internal Revenue (BIR) rules.

Implementation Considerations

Every effort is made to guarantee the legal compliance of all tax rules and reports. However, as the laws affecting taxation change, you must verify and ensure compliance by performing all necessary configuration steps.

To configure the Taxation component and guarantee legal compliance, you must maintain the Taxation [Extern] section of Customizing for Payroll Philippines.

Integration

The Taxation component accesses data stored in various HR infotypes including Personal Data (0002), Basic Pay (0008), Recurring Payments / Deductions (0014), Additional Payments (0015), and Taxation Philippines (0411), and processes data in the payroll results cluster.

💡
In the Personal Data infotype (0002), you enter the employee's middle name in the Second Name field.

Features

The component enables you to maintain and process:

Employee Tax Information (Infotype 0411) [Seite 356]

Tax Calculation Methods [Seite 360]

Tax Processing [Seite 364]

Tax Reporting [Seite 592]

Calculations are based on annual and period tax salary brackets configured to coincide with the BIR tax tables.
Employee Tax Information (Infotype 0411)

Definition
Employee tax information consists of data used by the payroll program to calculate the amount of tax an employee must pay each payroll period and in the entire financial year. The data is entered and stored in the Taxation Philippines infotype (0411).

Use
For tax payments to be calculated by the payroll program, you must enter data for each employee in the Taxation Philippines infotype.

Employees who do not have a record in the Taxation Philippines infotype are rejected during the payroll run.

For new employees, you can create records in the Taxation Philippines infotype through a hiring action. If your employees’ tax details change, you can create new tax records in master data by delimiting the old records and entering a new validity period for the new records.

Structure
The Taxation Philippines infotype enables you to store:

- Tax Identification Numbers (TIN)
- Employee tax status
- Number of dependents
- Year of issue of the BIR Certificate of Income Tax Withheld on Compensation

Integration
Before you maintain records in the Taxation Philippines infotype, you must configure the Taxation section in Customizing for Payroll Philippines. In particular, you must set up the tax statuses that are used in the Taxation Philippines infotype.

To configure the tax statuses, choose SAP Reference IMG → Payroll → Payroll: Philippines → Taxation → Define Tax Status [Extern].

If changes are made to the Taxation Philippines infotype after payroll has been processed and exited, the system automatically triggers a retroactive run for the period for which the data was changed. Differences calculated during the retroactive run are then reported in the subsequent payroll period.

See also:
Creating Employee Tax Information [Seite 357]
Delimiting / Correcting Tax Information [Seite 358]
Creating Employee Tax Information

Prerequisites
You must create a record in the Taxation Philippines infotype (0411) for all employees.

Procedure
1. Choose Human Resources → Personnel management → Administration → HR master data → Maintain.
   The Maintain HR Master Data screen appears.
2. In the Personnel no. field, enter the employee's personnel number.
   If you cannot find an employee's personnel number, use the Matchcode function.
3. In the Infotype field, select the Taxation Philippines infotype (0411) by entering the name or the number.
4. Choose Create.
   The Create Taxation Philippines screen appears.
5. In the From and To fields, enter the validity period of the record.
6. In the Tax id number (TIN) field, enter the employee's tax identification number.
7. In the Tax status field, enter the employee's tax status.
   The Tax status field is the only mandatory field in the Taxation Philippines infotype. You must enter a tax status for payroll to perform tax calculations successfully.
8. In the No. of dependents field, enter the number of dependents the employee has.
   If the employee's tax status is set to single, the system does not allow you to make entries in the No. of dependents field.
9. In the BIR form 2316 year issued field, enter the year in which the form was last issued.
10. If this tax record is for a second or additional job, select the Second job field.
11. Choose Save.

See also:
Employee Tax Information (Infotype 0411) [Seite 356]
Delimiting / Correcting Tax Information [Seite 358]
Delimiting/Correcting Tax Information

Use

If your employees' tax details change, you must create new tax records in master data by entering a new validity period. The system then automatically creates new tax records and delimits the old records.

SAP recommends that you do not delete infotype records. Delimit old records and create new records so that you can track the changes made to your employees' infotype records.

If you have made an incorrect entry in your employees' tax records, you can change the existing records in master data. You do not have to delimit the old records and create new records.

Prerequisites

You must have created a record in the Taxation Philippines infotype (0411) for the employee.

Procedure

Delimiting Employee Tax Information

12. Choose Human Resources → Personnel management → Administration → HR master data → Maintain.

The Maintain HR Master Data screen appears.

13. In the Personnel no. field, enter the employee's personnel number.

If you cannot find an employee's personnel number, use the Matchcode function.

14. In the Infotype field, select the Taxation Philippines infotype (0411) by entering the name or the number.

15. Choose Create.

The Create Taxation Philippines screen appears.

16. In the From field, enter a start date for the new validity period.

17. Maintain the remaining fields as described in Creating Employee Tax Information [Seite 357].

The Tax status field is the only mandatory field in the Taxation Philippines infotype. You must enter a tax status for payroll to perform tax calculations successfully.

18. Choose Save.

A warning appears stating that the validity dates of the old tax record will be delimited.

19. Choose Enter.
Result
The system creates a new record in the *Taxation Philippines* infotype and delimits the old record.

Correcting Employee Tax Information
1. Choose *Human Resources → Personnel management → Administration → HR master data → Maintain.*
   The *Maintain HR Master Data* screen appears.
2. In the *Personnel no.* field, enter the employee's personnel number.
3. In the *Infotype* field, select the *Taxation Philippines* infotype (0411) by entering the name or the number.
4. Choose *Change.*
   The *Change Taxation Philippines* screen appears.
5. Make the changes required to amend your incorrect entry.
6. Choose *Save.*

If changes are made to the *Taxation Philippines* infotype after payroll has been processed and exited, the system automatically recalculates payroll for the period for which the data was changed. Differences calculated during the retroactive run are reported in the subsequent payroll period and not in the original period.

See also:
- [Employee Tax Information (Infotype 0411)](Seite 356)
- [Creating Employee Tax Information](Seite 357)
Tax Calculation Methods

Purpose

According to Bureau of Internal Revenue (BIR) zero tax regulations, it is the employer's responsibility to ensure that the exact amount of tax has been deducted from an employee's income by the end of the financial year. The BIR does not refund overpayments in tax or allow taxpayers to effect tax installments.

The Taxation component caters for this requirement by providing the following methods for calculating tax deductions over the financial year:

- Period Taxation [Seite 363]
- Uniform Taxation [Seite 361]

You can assign either of these tax calculation methods to each organizational assignment or grouping in your company. However, the method you choose at the start of the financial year must not be changed during the year. Changes must be made retroactively after the close of the financial year.

An employer assigns the uniform tax calculation method to the employee subgroup grouping for executives and the period tax calculation method to the employee subgroup grouping for wage earners.

Prerequisites

Before you can process tax calculations, project teams must set up the Taxation [Extern] section of Customizing for Payroll Philippines, and in particular perform the step Define Taxation Method for Company [Extern].

Uniform Taxation

Purpose

According to this method, tax is deducted from your employees' income each payroll period based on the Bureau of Internal Revenue (BIR) annual tax table. The tax deductions are adjusted at the end of the financial year according to your employees' tax status at the end of the year.

Prerequisites

To use this taxation method, you must configure the step Define Annual Salary Brackets [Extern]. Choose SAP Reference IMG → Payroll → Payroll: Philippines → Taxation → Define Annual Salary Brackets.

Process Flow

1. The SAP System determines the employee's tax status and the employee's income for each payroll period based on data stored in the Basic Pay (0008), Recurring Payments/Deductions (0014), Additional Payments (0015), and the Taxation Philippines (0411) infotypes.

2. To determine the employee's annual taxable income, the system projects the employee's annual income, adds the taxable portion of 13th month's pay and other bonuses, and deducts the annual exemption amount.

3. Based on the BIR annual tax table, the system assigns the employee's annual taxable income to the appropriate salary bracket. It then determines the threshold amount for percentage tax calculations, the fixed tax amount and the tax percentage applied to the portion of the employee's annual taxable income in excess of the threshold amount.

4. To determine the full tax deduction, the system multiplies the tax percentage by the amount in excess of the threshold amount for percentage tax calculations and adds the fixed tax amount to this figure.

5. The tax amount is then converted back to a period value.

Most companies prefer the uniform tax calculation method to avoid making tax adjustments at the end of the year to cater for the BIR zero tax regulations.

Example

<table>
<thead>
<tr>
<th>Salary bracket</th>
<th>Fixed tax amount</th>
<th>Tax percentage</th>
<th>Threshold amount for % tax calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over P5,000 but not over P10,000</td>
<td>P25 +</td>
<td>3% of excess over</td>
<td>P5,000</td>
</tr>
<tr>
<td>Over P10,000 but not over P20,000</td>
<td>P175 +</td>
<td>7% of excess over</td>
<td>P10,000</td>
</tr>
</tbody>
</table>
Uniform Taxation

Result

At the end of the financial year, the SAP System reads the annual salary bracket and performs a year-end adjustment based on the employee's cumulated payroll results.

See also:

Period Taxation [Seite 363]
End-of-Year Tax Adjustments [Seite 371]
Period Taxation

Purpose
According to this method, tax is calculated based on your employees' year-to-date income.

Prerequisites
To use this taxation method, you must configure the following steps in Customizing for Payroll Philippines:

- Define Annual Salary Brackets [Extern]
- Define Period Salary Brackets [Extern]
- Define Period Tax Withheld per Salary Bracket [Extern]

Choose SAP Reference IMG → Payroll → Payroll: Philippines → Taxation → Define Annual Salary Brackets, then Define Period Salary Brackets, and then Define Period Tax Withheld per Salary Bracket.

Process Flow
To calculate tax using the period tax method, the SAP System:

1. Determines the year-to-date taxable income by combining the employee's taxable income in the current payroll period with the taxable income stored in the cumulated results table (CRT).

2. Divides the total taxable income by the current number of payroll periods to derive the average taxable income for each payroll period:
   
   \[
   \text{Average taxable income} = \frac{\text{year-to-date taxable income}}{\text{number of payroll periods}}
   \]

3. Reads the period tax tables to retrieve the necessary figures for calculating the average tax for each payroll period.

4. Multiplies the average tax for each payroll period by the number of payroll periods to estimate the year-to-date tax due:
   
   \[
   \text{Average tax due} = \text{average tax for each payroll period} \times \text{number of payroll periods}
   \]

5. Deducts the year-to-date tax amount paid in the previous payroll period to derive the remaining tax amount due:
   
   \[
   \text{Period tax due} = \text{Average tax due} - \text{year-to-date tax amount paid}
   \]

See also:

- Uniform Taxation [Seite 361]
- End-of-Year Tax Adjustments [Seite 371]
Tax Processing

Purpose
During payroll, the payroll program processes the following tax calculations automatically in the background based on your system configurations in Customizing:

- Tax Exemption Amounts [Seite 365]
- Tax Exemption on Insurance [Seite 366]
- Tax on Bonuses and 13th Month's Pay [Seite 367]
- Tax on Leave Converted to Cash [Seite 368]
- Tax on Second Employment [Seite 369]
- Tax on Earnings from Previous Employment [Seite 370]
- End-of-Year Tax Adjustments [Seite 371]

Prerequisites
The standard system is configured to comply with current tax rules. As the laws affecting taxation change, you must verify and ensure compliance by updating all relevant configuration steps.

You must configure the infotypes, tables and reports accessed by the Philippine payroll program. Choose SAP Reference IMG → Payroll → Payroll: Philippines → Taxation [Extern].

Process Flow
To process the tax calculations listed above, the payroll program applies the uniform taxation [Seite 361] method or the period taxation [Seite 363] method.
Tax Exemption Amount

Purpose
This is a fixed amount set by the Bureau of Internal Revenue (BIR) and determined by the employee's tax status that can vary depending on the employee's:

- Aggregate gross compensation income
- Marital status
- Position in the family
- Number of eligible dependents

Prerequisites
You must have configured employee tax statuses and exemption amounts under SAP Reference IMG → Payroll → Payroll: Philippines → Taxation → Define Tax Status [Extern] and Define Tax Status Exemption Amount [Extern].

You must have set the tax status for each employee in the Taxation Philippines infotype (0411).

Process Flow
During the payroll run, the payroll program automatically calculates tax exemption amounts based on your system configurations in Customizing.
Tax Exemption on Insurance

Purpose

This is a fixed exemption amount determined by the Bureau of Internal Revenue (BIR) and applied to an employee's gross earnings if the employee pays premiums on a health insurance policy.

Prerequisites

The standard system is preconfigured to process the exemption amount currently stipulated by the BIR. If the BIR changes the exemption amount on health insurance premiums, you must modify the amount set up in the payroll constant *Premium Paid - Health Insurance* (PHPHI) to coincide with the amount stipulated by the BIR.

Choose **SAP Reference IMG → Payroll → Payroll: Philippines → Taxation → Define Tax Constants** → **Define Limit for Additional Exemption on Insurance [Extern]**.

Process Flow

During the payroll run, the payroll program automatically calculates exemption amounts based on your system configurations in Customizing.
Tax on Bonuses and 13th Month's Pay

Purpose
The payroll program calculates tax on bonuses and 13th month payments automatically in the background based on your system configurations in Customizing. This process describes how tax on bonuses and 13th month payments is calculated during payroll.

Prerequisites
- You must configure your 13th month pay and bonus wage types or copy the model wage types set up in Customizing.
  
  To configure the wage types, choose SAP Reference IMG → Payroll → Payroll: Philippines → Taxation → Define Tax Wage Types → Define Bonus and 13th Month Payment Wage Types [Exter].

- You must enter the tax-free component of 13th month and bonus payments in the payroll accounting constant Non-Taxable 13th Month and Bonuses (PH13B).
  
  To configure the constant, choose SAP Reference IMG → Payroll → Payroll: Philippines → Taxation → Define Tax Constants → Define Limit for Non-Taxable Bonus Amount [Exter].

The Bureau of Internal Revenue (BIR) regulates the tax-free component of bonus and 13th month payments. You must check the tax-free component and, if necessary, modify the tax-free amount set up in the constant Non-Taxable 13th Month and Bonuses to meet BIR requirements.

- You must assign your 13th month pay and bonus wage types to the relevant employees in the Additional Payments infotype (0015).

Process Flow
1. The system reads the wage type data stored in the cumulated results table (CRT), and compares the total wage type amount to the tax-free amount set up in the constant Non-Taxable 13th Month and Bonuses.

2. Any amount in excess of the tax-free amount is added to the employee's taxable gross income.

3. The resulting amount is taxed based on the employee's tax status in the Taxation Philippines infotype (0411) and on the employee's gross earnings for the period in the Basic Pay infotype (0008).
Tax on Leave Converted to Cash

Purpose

The payroll program calculates tax on leave converted to cash automatically in the background based on your configurations in Customizing.

This process describes how tax on leave encashment is calculated during payroll.

Prerequisites

- You must configure your leave encashment wage types.
  
  To configure the wage types, choose SAP Reference IMG → Payroll → Payroll: Philippines → Taxation → Define Tax Wage Types → Define Leave Monetization Wage Types [Extern].

- You must enter the tax-free component of leave encashment payments in the payroll accounting constant Leave Days Converted - No Tax (PHCLV).
  
  To configure the constant, choose SAP Reference IMG → Payroll →Payroll: Philippines → Taxation → Define Tax Constants → Define Non-Taxable Days for Leave Monetization [Extern].

  The Bureau of Internal Revenue (BIR) regulates the tax-free component of leave encashment. You must check the tax-free component and, if necessary, modify the tax-free amount set up in the constant Leave Days Converted - No Tax to meet BIR requirements.

- You must assign your leave encashment wage types to the relevant employees in the Additional Payments infotype (0015).

- You must determine the number of unused leave days based on the data stored in the quota overview.
  
  To view the quota overview, choose Human Resources → Time management → Administration → Time data → Quota overview.

- You must then calculate the leave encashment amount and multiply the amount by the number of unused leave days. The resulting amount must be entered in the leave encashment wage type in the Additional Payments infotype (0015).

Process Flow

4. The system reads the wage type data stored in the Additional Payments (0015) infotype and compares the wage type amount to the tax-free amount set up in the constant Leave Days Converted - No Tax.

5. Any amount in excess of the tax-free amount is added to the employee's taxable gross income.

6. The resulting amount is taxed based on the employee's tax status in the Taxation Philippines infotype (0411) and on the employee's gross earnings for the period in the Basic Pay infotype (0008).
Tax on Second Employment

Purpose
Tax on second employment (also known as flat-rate tax) is a fixed percentage rate that is applied to an employee's gross earnings from a second or additional job.

Prerequisites
The Bureau of Internal Revenue (BIR) regulates the flat-rate tax percentage. You must check the percentage, and if necessary, modify the value set up in the constant Second Employment Fixed Tax (PHSJP) to meet BIR requirements.

To configure the constant, choose SAP Reference IMG → Payroll → Payroll: Philippines → Taxation → Define Tax Constants → Define Fixed Tax Percentage on Second Job [Extern].

Process Flow
1. If the current job is the employee's second, you create a record in the Taxation Philippines infotype (411) and activate the Second job field.
2. You run payroll for the employee. During the payroll run, the program calculates the employee's gross earnings and reads the Taxation Philippines infotype to determine whether the current job is the employee's second job.
3. If it is the employee's second job, the program checks the tax percentage set up in the constant Second Employment Fixed Tax, and applies the flat-rate tax percentage to the employee's gross earnings.
   If it is not the employee's second job, the payroll program processes tax in the standard way.
Tax on Earnings from Previous Employment

Purpose

If an employee changes jobs in the tax year, the employee’s earnings and tax deductions from previous employment must be reported to the new employer. The new employer must incorporate these figures when calculating end-of-year tax adjustments to free the employee from liabilities with the Bureau of Internal Revenue (BIR) and to complete the Certificate of Income Tax Withheld on Compensation and the Alpha List report.

Prerequisites

- You must create and configure taxable gross and tax deduction wage types carried over from a previous employer in the current tax year or copy the model wage types set up in Customizing.
  
  To configure the wage types, choose SAP Reference IMG → Payroll → Payroll: Philippines → Taxation → Define Tax Wage Types → Define Previous Employer Wage Types [Extern].

- You must assign your wage types to the relevant employees in the Additional Payments infotype (0015).

Process Flow

The payroll program checks the cumulated results table for the tax paid and the taxable gross from previous employment, and includes these figures in end-of-year processing.

Result

The amounts you enter appear on the Certificate of Income Tax Withheld on Compensation and on the Alpha List report.
End-of-Year Tax Adjustments

Purpose
According to Bureau of Internal Revenue (BIR) zero tax regulations, it is the employer's responsibility to ensure that the exact amount of tax has been deducted from an employee's income by the end of the financial year. The BIR does not refund overpayments in tax or allow taxpayers to effect tax installments.

The payroll program caters to this requirement by performing tax adjustments at the end of the financial year based on your system configurations and payroll results for the year.

Prerequisites
- You must have run payroll successfully for each payroll period in the financial year and have cumulated figures in the cumulated results table (CRT).
- You must ensure that each employee's tax status is up-to-date in the Taxation Philippines infotype (0411).
- You must check the tax exemption amounts assigned to each tax type. Choose SAP Reference IMG → Payroll → Payroll: Philippines → Taxation → Define Tax Status Exemption Amount [Extern].

Process Flow
1. The payroll program checks the cumulated results table for the tax paid and the taxable gross on previous and present employment.
2. The program checks the annual exemption amount, the annual salary bracket, the threshold amount for percentage tax calculations, the fixed tax amount and the tax percentage applied to the portion of the employee's annual taxable income in excess of the threshold amount.
3. The program multiplies the threshold amount for percentage tax calculations by the tax percentage and adds the fixed tax amount.

Result
If the tax calculated is greater than the tax paid in the cumulated results table, the employee must make an additional tax payment to the BIR.

If the tax calculated is less than the tax paid in the cumulated results table, the employee must be reimbursed for overpayment of tax.

Both adjustments are performed through technical wage type /406.
Tax Reporting

Use
This function lets you display and print a number of reports that provide tax information. The reports can be used to evaluate tax data and to ensure compliance with government regulations.

Integration
You must configure the Taxation [Extern] and the Company Details for Reporting Purposes [Extern] sections of Customizing for Payroll Philippines.

Every effort is made to guarantee the legal compliance of all statutory reports. However, as the laws affecting reports change, you must verify and ensure compliance by performing all necessary configuration steps.

Prerequisites
You must have run payroll for your employees and have payroll results. For some reports, you may have to maintain specific infotypes first.

Features
The Taxation component comprises the following reports that provide tax data in line with Philippine legal and business requirements:

- Tax Monthly Remittance Reports [Seite 593]
- End-of-Year Statement Reports [Seite 594]
- Alpha List Reports [Seite 598]
Executing Tax Monthly Remittance Reports

Use
This is a periodic, non-statutory report that lists the following tax details for your employees:

- Employee names in alphabetical order
- Tax ID numbers
- Tax exemption statuses
- Year-to-date tax figures

The report is generally used to verify tax data and check year-to-date tax payments.

Prerequisites
You must have run payroll successfully for your employees and have correct tax figures in your payroll results.

Procedure
1. Choose Human Resources → Payroll → Asia/Pacific → Philippines, then Subsequent activities → Per payroll period, and then Lists/statistics → Tax reports → Monthly tax remittance.
   
   The Tax Report screen appears.

2. Enter a personnel number or a range of personnel numbers.
   
   Or
   
   Enter a company code or range of company codes.
   
   Or
   
   Enter a payroll area or a range of payroll areas.

3. Enter the calendar month and the calendar year.
4. Choose Program → Execute.

Result
The Withholding Tax from Compensation report appears listing the tax details for the personnel numbers, company code, or payroll area you have chosen.

See also:
Printing Reports [Seite 620]
End-of-Year Statement Reports

Use

Employers are required by the Bureau of Internal Revenue (BIR) to issue a *Certificate of Income Tax Withheld on Compensation* to employees at the end of the financial year.

The *End-of-Year Statement BIR 2316* report reads the end-of-year payroll results stored in the cumulated results table (CRT) and writes your employees' income, benefits, deductions, tax withheld, tax adjustments and other tax information to the *Certificate of Income Tax Withheld on Compensation* for issue to employees.

Integration

To generate the *Certificate of Income Tax Withheld on Compensation*, the program reads data from the *Personal Data* (0002), *Addresses* (0006), and the *Taxation Philippines* (0411) infotypes.

💡 In the *Personal Data* infotype (0002), the *Second Name* field is used to store employee middle names in the Philippines.

In addition, the program accesses tax and salary data stored in the cumulated results table (CRT) in the last payroll run of the financial year. After the form has been generated, the program automatically updates the year of the latest form issued in the *Taxation Philippines* infotype.

Prerequisites

You must have end-of-year payroll results in the cumulated results table and you must have configured a destination printer.

You must have entered previous employer details where applicable.

Features

The *End-of-Year Statement BIR 2316* program (HPHEOYT0) processes the information to go on the *Certificate of Income Tax Withheld on Compensation* as follows:

- Personal data including employee name and address
- Dates of the current financial year
- Cumulated results of non-taxable income, that is, exemption amounts for the employee's tax status, 13th month pay and other benefits, Social Security System (SSS) contributions, and Pag-IBIG contributions
- Cumulated results of taxable income, that is, all forms of compensation subject to tax including compensation received from a previous employer in the financial year
- Tax due and withheld. The program compares the employee's taxable income to a tax table to determine whether the employee must pay additional tax or be reimbursed for overpayment of tax.

You can display the information and print it to the *Certificate of Income Tax Withheld on Compensation*. In addition, you can print a test copy without updating the *Taxation Philippines* infotype, print to plain paper or a pre-printed form as well as reissue the form if necessary.
See also:
Executing End-of-Year Statement Reports [Seite 596]
Printing Reports [Seite 620]
Executing End-of-Year Statement Reports

Prerequisites
You must have run payroll successfully for each payroll period in the financial year and have end-of-year payroll results in the cumulated results table (CRT).

Procedure
1. Choose Human Resources → Payroll → Asia/Pacific → Philippines, then Subsequent activities → Annual, and then Lists/statistics → BIR 2316 income certificate.
   The End-of-Year Statement BIR 2316 screen appears.
2. In the Current period or Other period field, enter the period number and year.
3. To run the report for one or a range of employees, enter the relevant personnel number(s).
   Or
   To run the report for all employees, leave the Personnel number fields blank.
4. To run the report for one or more payroll areas, enter the relevant payroll area(s).
   Or
   To run the report for all payroll areas, leave the Payroll area field blank.
5. In the Tax year field, enter the tax year for which you want to issue BIR form 2316 to your employees.
   The program automatically enters default dates in the From and To fields. If necessary, you can overwrite the default dates.
6. In the Form name field, enter the name of the form you want to print.
7. To print a test copy of BIR form 2316, select the Test run (no update) field.
   Or
   To print BIR form 2316 onto plain paper as opposed to a pre-printed form, select the Plain paper printing field.
   Or
   To reissue BIR form 2316 to an employee, select the Reissue field.
8. Enter the name of the destination printer
9. Choose Program → Execute.

Result
The program displays the results and writes the data to a spool request that can be printed from the spooler. Spool requests remain in the spooler after printing to let you re-print the report if necessary.
You cannot retrieve reports after they have been deleted from the spooler. If you delete a spool request, to view the report, reissue the form.

See also:
Printing Reports [Seite 620]
**Alpha List Reports**

**Use**

The *Alpha List* report generates an alphabetical list of employees who have paid tax in line with Philippine Revenue Regulations 4 - 93. The report divides the information into the following categories:

- Employees with no previous employers during the financial year
- Employees with previous employers during the financial year
- Employees terminated before the end of the financial year

**Integration**

To generate the *Alpha List* report, the program reads data from the *Actions* (0000), *Personal Data* (0002), *Addresses* (0006), and the *Taxation Philippines* (0411) infotypes.

In the *Personal Data* infotype (0002), the *Second name* field is used to store employee middle names in the Philippines.

In addition, the program accesses tax and salary data stored in the cumulated results table (CRT) in the last payroll run of the financial year.

**Prerequisites**

You must have end-of-year payroll results in the cumulated results table, and you must have configured a destination printer.

You must have entered previous employer details where applicable, and have correctly configured wage types used on the *Alpha List* report.

**Features**

The *Alpha List* program (HPHRALP0) processes information that appears on the *Alpha List* report. The program:

- Determines the tax refund for year-end adjustments
  
  On the *Alpha List* report, the year-end adjustment field is divided into two columns. If the amount of tax due from January to December is greater than the amount of tax withheld from January to November, the program writes the difference to the *Amount Withheld and Paid for December* column. If the amount of tax due from January to December is less than the amount of tax withheld from January to November, the program writes the difference to the *Over Withheld Tax Refunded to Employee* column.

- Calculates the amount of tax withheld and reflected in the *Certificate of Income Tax Withheld on Compensation*
  
  The amount of tax reflected in the *Certificate of Income Tax Withheld on Compensation* depends on the year-end adjustment. If an additional amount must be withheld for December, the program adds the amount to the tax withheld from January to November. If an overpayment in tax must be refunded to the employee, the program reduces the amount from the tax withheld from January to November.
- Calculates the period of employment for employees terminated before the end of the financial year
  
  The *Alpha List* report for employees terminated before the end of the financial year is based on the report format for employees with no previous employers in the year except that there is an additional column for the period of employment. The period of employment is calculated from the hiring date to the termination date in the *Actions* infotype (0000).

- Generates *Alpha List* reports on compensation
  
  The report can be issued for all employees, terminated employees and non-terminated employees. It lists the employees' personal details, employer details, employment period, compensation amounts, total compensation, exemption amount, tax due and withheld, the amount paid for December, and any amount to be refunded.

**See also:**
- Executing Alpha List Reports [Seite 600]
- Printing Reports [Seite 620]
Executing Alpha List Reports

1. Choose Human resources → Payroll accounting → Asial/Pacific → Philippines, then Subs. activities → Annual, and then Lists/statistics → Alpha list report. The Alpha List Report screen appears.

2. To run the report for one or more employees, enter the relevant personnel number(s), company code(s) or payroll area(s).
   Or
   To run the report for all employees, leave the Personnel number, Company code, and Payroll area fields blank.

3. In the Reporting year field, enter the year for which you want to issue the alpha list form.

4. To run the report for all employees, select the All employees field.
   Or
   To run the report for active employees, select the Non-terminated employees only field.
   Or
   To run the report for terminated employees, select the Terminated employees only field.

5. Choose Program → Execute.

Result
The program displays the results and writes the data to a spool request that can be printed from the spooler. Spool requests remain in the spooler after printing to let you re-print the report if necessary.

See also:
Printing Reports [Seite 620]
Social Security System (SSS)

Purpose
This component calculates SSS contributions and benefits in line with Philippine legal and business requirements.

Implementation Considerations
Every effort is made to guarantee the legal compliance of all SSS contribution values set up in the system. However, as the laws affecting SSS contributions change, you must verify and ensure compliance by performing all necessary configuration steps.

Integration
The Social Security System (SSS) component accesses data stored in various HR infotypes including Personal Data (0002), Basic Pay (0008), Recurring Payments/Deductions (0014), Additional Payments (0015), and Social Security Philippines (0422), and processes data in the payroll results cluster.

Features
The component enables you to:
- Maintain employee SSS information (infotype 0422)
- Calculate employer and employee monthly social security contributions
- Calculate employee compensation (EC)
- Calculate Medicare contributions up to June 30, 1999
- Calculate sickness and maternity payments and benefits
- Perform monthly and quarterly remittance reporting
- Perform SSS EDINet reporting
Employee SSS Information (Infotype 0422)

Definition

Employee SSS information consists of data used by the payroll program to calculate the SSS contributions paid by the employer and employee in each payroll period. The data is maintained in the Social Security Philippines infotype (0422).

Use

For SSS contributions to be calculated by the payroll program, you must enter data for each employee in the Social Security Philippines infotype.

Employees who do not have a record are rejected during the payroll run.

For new employees, you can create records in the Social Security Philippines infotype through a hiring action. If your employees' social security system details change, you can create new SSS records in master data by delimiting the old records and entering a new validity period for the new records.

Structure

The Social Security Philippines infotype enables you to maintain:

- SSS membership numbers for your employees
- Social security contribution exemption statuses
- Percentage rates over the statutory minimum paid by the employer towards an employee’s:
  - SSS contributions
  - Medicare contributions
  - Employee compensation (EC)
- Percentage rates over the statutory minimum paid by the employee towards:
  - SSS contributions
  - Medicare contributions

Integration

Before you maintain records in the Social Security Philippines infotype, project teams must configure the Social Security (SSS) section of Customizing for Payroll Philippines.

If changes are made to the Social Security Philippines infotype after payroll has been processed and exited, the system automatically triggers a retroactive run for the period for which the data was changed. Differences calculated during the retroactive run are then reported in the subsequent payroll period.

See also:

Creating Employee SSS Information [Seite 384]
Delimiting / Correcting SSS Information [Seite 385]
Creating Employee SSS Information

Prerequisites
You must create a record in the Social Security Philippines infotype (0422) for all employees.

Procedure
1. Choose Human Resources → Personnel management → Administration → HR master data → Maintain.
   The Maintain HR Master Data screen appears.
2. In the Personnel no. field, enter the employee's personnel number.
   If you cannot find the employee's personnel number, use the Matchcode function.
3. In the Infotype field, select the Social Security Philippines infotype (0422) by entering the name or the number.
4. Choose Create.
   The Create Social Security Philippines screen appears.
5. In the From and To fields, enter the validity period of the record.
6. In the SSS number field, enter the employee’s SSS membership number.
7. If the employee is exempt from having SSS contributions deducted from his or her second or additional job, flag the SSS exemption field.
8. If the employer wants to contribute more than the statutory minimum amount towards the employee’s SSS, Medicare and EC (employee compensation) contributions, overwrite the default percentage rates in the Employer % contribution details section.
9. If the employee wants to contribute more than the statutory minimum amount towards SSS and Medicare contributions, overwrite the default percentage rates in the Employee % contribution details section.
10. Save your entries.

See also:
    Employee SSS Information (Infotype 0422) [Seite 382]
    Delimiting / Correcting SSS Information [Seite 385]
Delimiting/Correcting SSS Information

Use

If an employee’s Social Security System (SSS) details change, you must create new SSS records in master data by entering a new validity period. The SAP System then creates new records and delimits the employee’s old records.

SAP recommends that you do not delete infotype records. Instead, you should delimit old records and create new records so that you can track changes made to your employees' SSS details.

If you have an incorrect entry in your employee’s SSS records, you can change the existing records in master data. You do not have to delimit the old records and create new records.

Prerequisites

You must have created a record in the Social Security Philippines infotype (0422) for the employee.

Procedure

Delimiting Employee SSS Information

2. Choose Human Resources → Personnel management → Administration → HR master data → Maintain.

   The Maintain HR Master Data screen appears.

5. In the Personnel no. field, enter the employee's personnel number.

   If you cannot find the employee’s personnel number, use the Matchcode function.

6. In the Infotype field, select the Social Security Philippines infotype (0422) by entering the name or the number.

7. Choose Create.

   The Create Social Security Philippines screen appears.

11. In the From field, enter a start date for the new validity period.

6. Maintain the remaining fields as described in Creating Employee SSS Information [Seite 384].

7. Choose Save.

   A warning appears stating that the validity dates of the old SSS record will be delimited.

8. Choose Enter.
Delimiting/Correcting SSS Information

Result
The system creates a new record in the Social Security (SSS) infotype and delimits the old record.

Correcting Employee SSS Information

1. Choose Human Resources → Personnel management → Administration → HR master data → Maintain.
   
   The Maintain HR Master Data screen appears.

2. In the Personnel no. field, enter the employee’s personnel number.

3. In the Infotype field, select the Social Security Philippines infotype (0422) by entering the name or the number.

4. Choose Change.

   The Change Social Security Philippines screen appears.

5. Make the changes required to amend your incorrect entry.

6. Choose Save.

   If changes are made to the Social Security Philippines infotype after payroll has been processed and exited, the system recalculates payroll for the period for which the data was changed. Differences calculated during the retroactive run are reported in the subsequent payroll period and not in the original period.

See also:

Employee SSS Information (Infotype 0422) [Seite 382]
Creating Employee SSS Information [Seite 384]
SSS Reporting

Use
This function enables you to display and print a number of reports that provide Social Security System (SSS) information. The reports can be used to evaluate SSS data, to ensure compliance with government regulations, and to perform statutory reporting.

Integration
You must configure the Social Security SSS [Extern] and the Company Details for Reporting Purposes [Extern] sections of Customizing for Payroll Philippines.

Every effort is made to guarantee the legal compliance of all statutory reports. However, as the laws affecting reports change, you must verify and ensure compliance by performing all necessary configuration steps.

Prerequisites
You must have run payroll for your employees and have payroll results. For some reports you may have to maintain specific infotypes first.

Features
The Social Security System (SSS) component comprises the following reports that provide SSS data in line with Philippine legal and business requirements:

Monthly/Quarterly SSS Reports [Seite 602]
SSS EDINet Reports [Seite 603]
Executing Monthly/Quarterly SSS Reports

Use

Employers are required to submit SSS contribution reports to the Social Security System (SSS) on a monthly and quarterly basis.

The SSS Monthly Contribution (R-5) report lists the following contribution data by cost center:

- Breakdown of employer SSS and EC (employee compensation) contributions
- Grand totals for employer contributions
- Breakdown of employee SSS contributions
- Grand totals for employee SSS contributions

The SSS Quarterly Contribution List report lists employee SSS numbers and the combined contributions for SSS and EC by personnel number and month.

Prerequisites

You must have run payroll successfully for your employees, and have correct SSS contribution figures in your payroll results.

Procedure

1. Choose Human Resources → Payroll → Asia/Pacific → Philippines, then Subsequent activities → Per payroll period, and then → Lists/statistics → SSS reports → Monthly/quarterly contributions.
   
   The Social Security Report screen appears.

2. To run the report for one or more employees, enter the relevant personnel number(s), company code(s) or payroll area(s).

   Or

   To run the report for all employees, leave the Personnel number, Company code, and Payroll area fields blank.

3. To run the SSS Monthly Contribution (R-5) report, select the Monthly contribution report field, and enter the month and year for which you want to generate the report.

   Or

   To run the SSS Quarterly Contribution List report, select the Quarterly contribution report field, and enter the quarter and year for which you want to generate the report.

4. Execute the report.

See also:

Printing Reports [Seite 620]
SSS EDINet Reports

Use

Employers enrolled in the SSS EDINet Program are required by the Social Security System (SSS) to submit a Monthly Contribution List (MCL) outlining employee SSS contribution details. The SSS EDINet Program enables employers to submit the Monthly Contribution List electronically through EDINet service providers.

Prior to submitting the Monthly Contribution List, employers enrolled in the SSS EDINet Program must additionally submit an Employee Pre-Validation File (EPF). The Employee Pre-Validation File is sent through the Internet to the EDINet service provider to enable the social security system to validate the data prior to employers submitting the Monthly Contribution List.

This function enables you to generate the Monthly Contribution List and the Employee Pre-Validation File for transfer to the social security system using EDINet.

Currently the SSS EDINet report does not cover expatriate employees.

Integration

To generate the Monthly Contribution List and the Employee Pre-Validation File, the SSS EDINet program reads employee data entered in the Actions (0000), Organizational Assignment (0001), Personal Data (0002), Payroll Status (0003), and Social Security Philippines (0422) infotypes.

In addition, the program reads the values stored against the technical wage types:

<table>
<thead>
<tr>
<th>/310</th>
<th>SSS Employee Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>/311</td>
<td>SSS Employer Contribution</td>
</tr>
<tr>
<td>/312</td>
<td>SSS Employee Compensation by Employer</td>
</tr>
</tbody>
</table>

Your customer-specific SSS wage types must be configured to cumulate into these technical wage types to facilitate SSS reporting.

Prerequisites

You must have run the last payroll run of the calendar month, and have exited the payroll control record.

Features

The SSS EDINet program (HPHREDI0) enables you to:

- Display the number of employees in the file, employer and employee SSS contributions, EC (employee compensation) contributions, grand totals for both SSS and EC contributions, and processing errors for specific personnel numbers and company codes
- Download Employee Pre-Validation Files to the application server, network drive, or local hard drive to:
SSS EDINet Reports

- Display the employee names, SSS numbers and birth dates to be transferred to the social security system
- Manually upload Employee Pre-Validation Files for transfer to the SSS using EDINet service providers

- Download the Monthly Contribution List to the application server, network drive, or local hard drive to:
  - Display the employee names, SSS numbers, employee and employer SSS contribution totals, EC contribution totals, hiring and termination dates
  - Manually upload the Monthly Contribution List for transfer to the SSS using EDINet service providers

To ensure that all authorized personnel can access the Monthly Contribution List and Employee Pre-Validation File, SAP recommends that you save the relevant files to an application server directory or network drive with additional security, and not to a local hard drive.

In addition, SAP recommends that you use logical file names when downloading Monthly Contribution Lists and Employee Pre-Validation Files to the relevant directory. Logical file names are configured by Basis project team members and ensure that the files are always downloaded to the correct directory. If you do not know the logical file name, ask a Basis project team member.

See also:

Executing SSS EDINet Reports [Seite 605]
Executing SSS EDINet Reports

2. Choose Human Resources → Payroll → Asia/Pacific → Philippines, then Subsequent activities → Per payroll period, and then → Lists/statistics → SSS reports → SSS EDINet.
   The PY-PH: SSS EDINet screen appears.
3. To run the report for one or more employees, enter the relevant company code(s).
   Or
   To run the report for all employees, leave the Personnel number, Company code, and Payroll area fields blank.
3. In the Contribution Reports section, enter the calendar month and year for which you want to run the report.
4. In the File Details section, define whether you want to generate the Monthly Contribution List or the Employee Pre-Validation File, and enter a reference number in the Doc. no. field so that you can track the file.
5. To save the file to a preconfigured directory, enter the logical file name in the File name field.
   Or
   To save the file to your local hard drive, enter the path and name of the local directory in the Path/directory field.
   To ensure that all authorized personnel can access the Monthly Contribution List and Employee Pre-Validation File, SAP recommends that you save the relevant files to an application server directory or network drive with additional security, and not to a local hard drive.
6. To detect processing errors before you download the Monthly Contribution List or Employee Pre-Validation File to the relevant directory, select the Test field.
7. To download the Monthly Contribution List or the Employee Pre-Validation File to the relevant directory, select the PC file field.
8. Execute the report.

Result
The system issues a message stating that the file was created successfully. You can now open the file on the relevant directory and upload it to your SSS EDINet program for transfer to the EDINet service provider.

The SSS EDINet report is designed to be transferred to the SSS using EDINet. It is not designed for printing.

Regardless of whether you generate the Monthly Contribution List or the Employee Pre-Validation File, the system always displays the following data:
Executing SSS EDINet Reports

- Number of employees in the file
- Personnel numbers
- Company codes
- Breakdown of employer and employee SSS contributions
- Breakdown of EC (employee compensation) contributions made by the employer
- Grand totals for both the SSS contributions and the EC contributions
- Processing errors, for example, missing payroll results for an employee or corrupt files

The *Monthly Contribution List* that is downloaded to the relevant directory contains the following data for the month being processed:

- Employee names
- SSS numbers
- Employee and employer SSS contribution totals
- EC contribution totals
- Hiring and termination dates

The *Employee Pre-Validation File* that is downloaded to the relevant directory contains the following data for the month being processed:

- Employee names
- SSS numbers
- Birth dates
Home Development Mutual Fund (HDMF)

Purpose
This component enables you to process employer and employee Pag-IBIG contributions in line with Philippine legal and business requirements.

Implementation Considerations
Every effort is made to guarantee the legal compliance of all contribution values set up in the system. However, as the laws affecting Pag-IBIG contributions change, you must verify and ensure compliance by performing all necessary configuration steps.

Integration
The Home Development Mutual Fund (HDMF) component accesses data stored in various HR infotypes including Personal Data (0002), Basic Pay (0008), Recurring Payments/Deductions (0014), Additional Payments (0015), and HDMF Philippines (0423), and processes data in the payroll results cluster.

Features
The component enables you to:

- Maintain employee HDMF information (infotype 0423)
- Process statutory and voluntary Pag-IBIG contributions and deductions based on your employees’ total pretax earnings
- Calculate Pag-IBIG contributions in the last payroll period of the calendar month or in every payroll run
- Perform HDMF monthly remittance reporting
Employee HDMF Information (Infotype 0423)

Definition

Employee HDMF information consists of data used by the payroll program to calculate Pag-IBIG contributions paid by the employer and the employee in each payroll period. The data is entered and stored in the HDMF Philippines infotype (0423).

Use

For Pag-IBIG contributions to be calculated by the payroll program, you must enter data for each employee in the HDMF Philippines infotype.

Employees who do not have a record in the HDMF Philippines infotype are rejected during the payroll run.

For new employees, you can create records in the HDMF Philippines infotype through a hiring action. If your employees' HDMF details change, you can create new HDMF records in master data by delimiting the old records and entering a new validity period for the new records.

Structure

The HDMF Philippines infotype enables you to store:

- HDMF membership numbers for employees
- Pag-IBIG contribution exemption statuses
- Maximum amounts used to calculate employer and employee contributions
- Compulsory basis amounts stipulated by the HDMF
- Percentage rates paid by the employer and employee towards Pag-IBIG contributions
- Voluntary contribution details

Integration

Before you maintain records in the HDMF Philippines infotype, you must configure the Home Development Mutual Fund section of Customizing for Payroll Philippines.

If changes are made to the HDMF Philippines infotype after payroll has been processed and exited, the system automatically triggers a retroactive run for the period for which the data was changed. Differences calculated during the retroactive run are then reported in the subsequent payroll period.

See also:

Creating Employee HDMF Information [Seite 395]
Delimiting / Correcting HDMF Information [Seite 396]
Creating Employee HDMF Information

Prerequisites
You must create a record in the HDMF Philippines infotype (0423) for all employees.

Procedure
3. Choose Human Resources → Personnel management → Administration → HR master data → Maintain.

   The Maintain HR Master Data screen appears.

8. In the Personnel no. field, enter the employee’s personnel number.

   If you cannot find the employee’s personnel number, use the Matchcode function.

9. In the Infotype field, select the HDMF Philippines infotype (0423) by entering the name or the number.

10. Choose Create.

    The Create HDMF Philippines screen appears.

12. In the From and To fields, enter the validity period of the record.

13. In the HDMF number field, enter the employee’s Pag-IBIG membership number.

14. If the employee is exempt from having Pag-IBIG contributions deducted from pay, select the Exempted field.

15. In the Employer basis amount and Employee basis amount fields, enter the maximum amount used to calculate Pag-IBIG contributions as well as the percentage rates used to calculate employer and employee fund contributions if an employee's monthly income reaches or exceeds the compulsory basis.

16. In the Higher voluntary bracket and Lower voluntary bracket fields, enter the amounts and percentage rates used to calculate voluntary contributions made by the employer and the employee.

10. Save your entries.

See also:
Employee HDMF Information (Infotype 0423) [Seite 394]
Delimiting / Correcting HDMF Information [Seite 396]
Delimiting/Correcting HDMF Information

Use

If an employee’s HDMF details change, you must create new HDMF records in master data by entering a new validity period. The system then creates new HDMF records and delimits the employee’s old records.

SAP recommends that you do not delete infotype records. Delimit old records and create new records so that you can track the changes made to your employee’s HDMF details.

If you made an incorrect entry in your employee’s HDMF records, you can change the existing records in master data. You do not have to delimit the old records and create new records.

Prerequisites

You must have created a record in the HDMF Philippines infotype (0423) for the employee.

Procedure

Delimiting Employee HDMF Information

4. Choose Human Resources → Personnel management → Administration → HR master data → Maintain.

The Maintain HR Master Data screen appears.

11. In the Personnel no. field, enter the employee’s personnel number.

If you cannot find the employee’s personnel number, use the Matchcode function.

12. In the Infotype field, select the HDMF Philippines infotype (0423) by entering the name or the number.

13. Choose Create.

The Create HDMF Philippines screen appears.

17. In the From field, enter a start date for the new validity period.

8. Maintain the remaining fields as described in Creating Employee HDMF Information [Seite 395].

9. Choose Save.

A warning appears stating that the validity dates of the old HDMF record will be delimited.

9. Choose Enter.
Result
The SAP System creates a new record in the *HDMF Philippines* infotype, and delimits the old record.

Correcting Employee HDMF Information
2. Choose *Human Resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain.*
   
   The *Maintain HR Master Data* screen appears.
4. In the *Personnel no.* field, enter the employee’s personnel number.
5. In the *Infotype* field, select the *HDMF Philippines* infotype (0423) by entering the name or the number.
5. Choose *Change.*
   
   The *Change HDMF Philippines* screen appears.
7. Make the changes required to amend your incorrect entry.
8. Choose *Save.*

   If changes are made to the *HDMF Philippines* infotype after payroll has been processed and exited, the SAP System recalculates payroll for the period for which the data was changed. Differences calculated during the retroactive run are reported in the subsequent payroll period and not in the original period.

See also:
*Employee HDMF Information (Infotype 0423)* [Seite 394]
*Creating Employee HDMF Information* [Seite 395]
HDMF/Pag-IBIG Monthly Remittance Reporting

Use

It is a legal requirement for companies to submit a monthly remittance report listing employer and employee premium contributions to the Home Development Mutual Fund (HDMF).

This function enables you to:

- Display and print the HDMF Membership Registration/Remittance Form
- Evaluate Pag-IBIG contribution data
- Perform statutory HDMF/Pag-IBIG reporting

Integration

You must configure the Home Development Mutual Fund [Extern] and the Company Details for Reporting Purposes [Extern] sections of Customizing for Payroll Philippines.

Every effort is made to guarantee the legal compliance of all statutory reports. However, as the laws affecting reporting change, you must verify and ensure compliance by performing all necessary configuration steps.

Prerequisites

You must have run payroll successfully for your employees, and have correct Pag-IBIG contribution figures in your payroll results.

Features

The HDMF Membership Registration/Remittance Form program (HPHRHDM0) generates the following data for transfer to the HDMF:

- HDMF membership numbers
- Employee first, middle, and last names
- Employee birth dates
- Employer and employee Pag-IBIG contributions
- Grand totals for all Pag-IBIG contributions

See also:

Executing HDMF/Pag-IBIG Reports [Seite 608]
Executing HDMF/Pag-IBIG Reports

3. Choose Human Resources → Payroll → Asia/Pacific → Philippines, then Subsequent activities → Per payroll period, and then → Lists/statistics → HDMF/Pag-IBIG reports → Monthly remittance.

   The HDMF Membership Registration/Remittance Form screen appears.

4. To run the report for one or more employees, enter the relevant personnel number(s), company code(s) or payroll area(s).

   Or

   To run the report for all employees, leave the Personnel number, Company code, and Payroll area fields blank.

3. Enter the calendar month and year for which you want to run the report.

4. Execute the report.

See also:

Printing Reports [Seite 620]
PhilHealth (NHIP)

**Purpose**

This component enables you to process PhilHealth (NHIP) contributions as of July 1, 1999, in line with Philippine legal and business requirements.

**Implementation Considerations**

Every effort is made to guarantee the legal compliance of all PhilHealth contribution values set up in the system. However, as the laws affecting PhilHealth contributions change, you must verify and ensure compliance by performing all necessary configuration steps.

**Integration**

The PhilHealth (NHIP) component accesses data stored in various HR infotypes including Actions (0000), Organizational Assignment (0001), Personal Data (0002), Payroll Status (0003), SSS Philippines (0422), and PhilHealth (0596).

**Features**

The component enables you to:

- Maintain employee PhilHealth information (infotype 0596)
- Process employer and employee contributions
- Perform monthly and quarterly PhilHealth reporting

**Constraints**

The component only caters for private sector PhilHealth requirements previously managed by the Social Security System (SSS). It does not cater for public sector requirements previously managed by the Government Service Insurance System (GSIS).
Employee PhilHealth Information (Infotype 0596)

Definition

Employee *PhilHealth* information consists of data used in payroll to process PhilHealth contributions paid by the employer and employee in each payroll period. Your employees’ PhilHealth details are maintained in the *PhilHealth Philippines* infotype (0596).

Use

For PhilHealth contributions to be processed by the payroll program, you must enter data for each employee in the *PhilHealth Philippines* infotype.

Employees who do not have a record after July 1 1999 are rejected during the payroll run.

For new employees, you can create records in the *PhilHealth Philippines* infotype through a hiring action. If your employees’ PhilHealth details change, you can create new PhilHealth records in master data by delimiting the old records and entering a new validity period for the new records.

Structure

The *PhilHealth Philippines* infotype enables you to maintain:

- **Employee PhilHealth numbers**

  The PhilHealth number must be entered in the SAP System for inclusion on the PhilHealth contribution report RF-1 sent to the Philippines Health Insurance Corporation.

  You enter the number in a 12-digit field. For employees who have not yet been allocated a PhilHealth number, the SAP System displays their 10/11-digit Social Security System (SSS) number on the *Employer Quarterly Remittance Report RF-1*.

- **Employee PhilHealth exemption flag**

  This determines whether an employee is exempt from paying PhilHealth contributions or whether contributions should be calculated during payroll.

Integration

Before you maintain records in the *PhilHealth Philippines* infotype, project teams must configure the PhilHealth (NHIP) section of Customizing for Payroll Philippines.

If changes are made to the *PhilHealth Philippines* infotype after payroll has been processed and exited, the SAP System triggers a retroactive run for the period for which the data was changed. Differences calculated during the retroactive run are then reported in the subsequent payroll period.

See also:

- [Creating PhilHealth Information](#)
- [Delimiting/Correcting PhilHealth Information](#)
Creating PhilHealth Information

Use
You must create a record in the PhilHealth Philippines infotype (0596) for all employees.

Procedure
1. Choose Human Resources → Personnel management → Administration → HR master data → Maintain.
   
   The Maintain HR Master Data screen appears.

2. In the Personnel no. field, enter the employee’s personnel number.
   
   If you cannot find the employee’s personnel number, use the Matchcode function.

3. In the Infotype field, select the PhilHealth Philippines infotype (0596) by entering the name or the number.

4. Choose Create.
   
   The Create PhilHealth Philippines screen appears.

5. In the From and To fields, enter the validity period of the record.

6. In the PhilHealth number field, enter the employee’s PhilHealth membership number.

7. If the employee is exempt from paying PhilHealth contributions, flag the PhilHealth exemption field.

8. Save your entries.

See also:
Employee PhilHealth Information (Infotype 0596) [Seite 401]
Delimiting/Correcting PhilHealth Information [Seite 403]
Delimiting/Correcting PhilHealth Information

Use
If an employee’s PhilHealth details change, you must create new PhilHealth records in master data by entering a new validity period. The SAP System then creates new records and delimits the employee’s old records.

SAP recommends that you do not delete infotype records. Instead, you should delimit old records and create new records so that you can track changes made to your employees’ PhilHealth details.

If you have an incorrect entry in your employee’s PhilHealth records, you can change the existing records in master data. You do not have to delimit the old records and create new records.

Prerequisites
You must have created a record in the *PhilHealth Philippines* infotype (0596) for the employee.

Procedure

Delimiting Employee PhilHealth Information

5. Choose *Human Resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

   The *Maintain HR Master Data* screen appears.

14. In the *Personnel no.* field, enter the employee’s personnel number.

   If you cannot find the employee’s personnel number, use the *Matchcode* function.

3. In the *Infotype* field, select the *PhilHealth Philippines* infotype (0596) by entering the name or the number.

4. Choose *Create*.

   The *Create PhilHealth Philippines* screen appears.

5. In the *From* field, enter the start date of the new validity period.

6. Maintain the remaining fields as described in *Creating PhilHealth Information* [Seite 402].

7. Choose *Save*.

   A warning appears stating that the validity dates of the old PhilHealth record will be delimited.

8. Choose *Enter*.

Result
The SAP System creates a new record in the *PhilHealth Philippines* infotype and delimits the old record.
Delimiting/Correcting PhilHealth Information

Correcting Employee PhilHealth Information

3. Choose Human Resources → Personnel management → Administration → HR master data → Maintain.
   The Maintain HR Master Data screen appears.

6. In the Personnel no. field, enter the employee’s personnel number.

7. In the Infotype field, select the PhilHealth Philippines infotype (0596) by entering the name or the number.

6. Choose Change.
   The Change PhilHealth Philippines screen appears.

9. Make the changes required to amend your incorrect entry.

10. Choose Save.

   If changes are made to the PhilHealth Philippines infotype after payroll has been processed and exited, the SAP System recalculates payroll for the period for which the data was changed. Differences calculated during the retroactive run are reported in the subsequent payroll period and not in the original period.

See also:
Employee PhilHealth Information (Infotype 0596) [Seite 401]
Creating PhilHealth Information [Seite 402]
PhilHealth (NHIP) Reporting

Use

It is a legal requirement for companies to submit a quarterly remittance report to the Philippines Health Insurance Corporation summarizing monthly PhilHealth contributions.

This function enables you to generate the Employer Quarterly Remittance Report RF-1 as well as a monthly report for business purposes.

Integration

Project teams must configure the PhilHealth NHIP [Extern] and the Company Details for Reporting Purposes [Extern] sections of Customizing for Payroll Philippines.

To generate the required data, the PhilHealth Report RF-1 program (HPHRNHIP0) reads the Actions (0000), Organizational Assignment (0001), Personal Data (0002), Payroll Status (0003), SSS Philippines (0422), and PhilHealth Philippines (0596) infotypes.

In addition, the program reads the values stored against the technical wage types:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/313</td>
<td>Employee NHIP contribution</td>
</tr>
<tr>
<td>/314</td>
<td>Employer NHIP contribution</td>
</tr>
</tbody>
</table>

Prerequisites

You must have run payroll for your employees and have payroll results.

Features

The PhilHealth Report RF-1 program enables you to display, print, and download the Employer Quarterly Remittance Report RF-1. The report displays the following data:

- Employer details including tax identification number, and PhilHealth number
- Employee details including hiring or termination date, employment status, average monthly salary, personal share for the month, and contribution for the month
- Monthly PhilHealth contributions for each employee
- Quarterly PhilHealth contributions for each employee
- Cumulated contribution totals

In addition, you can display and print this data on a monthly basis for business reporting purposes.

You can generate the report by personnel number, personnel area, personnel subarea, payroll area, and cost center each month or quarter. The company grouping (that is, the PhilHealth grouping) must also be included in the selection criteria as it identifies the employer’s PhilHealth number.

When you generate the Employer Quarterly Remittance Report RF-1, you must enter the issue date of the PhilHealth bank receipt (PBR) and a PBR number for each month in the quarter. You can download the file to diskette by selecting the Download field and specifying a file name and directory.
PhilHealth (NHIP) Reporting

Activities

If your employees' employment dates fall within the period specified for the report, PhilHealth details must be reported in the Employer Quarterly Remittance Report RF-1.

To ensure that a report is generated for all the relevant employees, the PhilHealth Report RF-1 program:

1. Checks that each employee has a valid payroll period against his or her control record. If an employee does not, the program issues an error message. If the program finds a payroll period, it checks whether there are any payroll results against the last payroll period of the month.

2. If there are no payroll results for the month in question, the program checks all previous payroll periods for the valid month-to-date amount.

3. If there are no results for the payroll periods checked, the program issues an error message and does not include the employee in the quarterly report. If payroll results have been found, it issues a report for the employee.

See also:

Executing PhilHealth Report RF-1 [Seite 611]
Executing PhilHealth Remittance RF-1 Reports

Prerequisites
You must have run payroll successfully for your employees, and have correct PhilHealth contribution figures in your payroll results.

Procedure
1. Choose Human Resources → Payroll → Asia/Pacific → Philippines, then Subsequent activities → Per payroll period, and then → Lists/statistics → PhilHealth reports → PhilHealth Remittance RF-1.

The PhilHealth Report RF-1 screen appears.

2. Enter the relevant selection criteria.

3. To define the personnel areas and personnel subareas to be used in PhilHealth reporting, enter the PhilHealth grouping in the PhilHealth group field.

4. To display and print PhilHealth contributions for a particular month, select the Monthly contribution report field, and enter the month and year.

   Or

   To display and print the Employer Quarterly Remittance Report RF-1, select the Quarterly contribution report field, enter the quarter and year, and the PhilHealth bank receipt (PBR) issue date and number for each month in the quarter.

5. To download the Employer Quarterly Remittance Report RF-1, enter a file name and directory, and select the Download field.

6. Choose Execute.

Results
The SAP System issues a message stating that the file was created successfully. You can now open the file on the relevant directory.

See also:

Printing Reports [Seite 620]
Deductions

Purpose

This component calculates all payments to third-parties with the exception of taxes and garnishments, which are deducted directly from the employee’s pay. Maximum thresholds for deductions and outstanding payments are taken into account.

Features

Within payroll, deductions can refer to gross remuneration or to net remuneration. The following types of deductions are differentiated between:

- Statutory deductions
  Statutory deductions include taxes or social insurance payments, for example.

- Voluntary deductions
  Voluntary deductions include payments to a savings plan or a voluntary insurance policy that the employer takes out for the employees.

Moreover, you differentiate between:

- One-off Deductions [Seite 261]
  for example a donation

- Recurring Deductions [Seite 259]
  for example, in the case of imputed income or a savings plan.
Arrears Processing for Deductions

Use

Arrears processing refers to the Voluntary Deductions [Seite 408] that are deducted from the net remuneration. You enter these voluntary deductions using deduction wage types in the Recurring Payments/Deductions [Seite 259] (0014) and Additional Payments [Seite 261] (0015) infotypes, and in country specific infotypes for employer benefits. The system compares the deduction amount with the remaining net amount and, if possible, makes the deduction. When making this comparison the system takes a calculated country-specific minimum net amount into account.

Arrears processing is responsible for determining how payroll is performed if the deductions exceed the net remuneration.

Your employee takes part in a savings plan which means that a fixed amount is withheld from the net remuneration in each payroll period.

Moreover, regular amounts are deducted from the net remuneration and are paid to different institutions or towards company insurance.

If the sum of all the deductions is greater than the net amount, then all the deductions that were entered in the master data cannot be made during the payroll process.

Unpaid absences, for example, can lead to unexpectedly low net remuneration. If all deductions are taken in full, the difference between total net remuneration and the sum of all deductions becomes an outstanding debt owed to the employee.

Integration

You make the settings for arrears processing in Customizing for Payroll under Deductions → Arrears and Priorities.

Features

Arrears processing is controlled using deduction wage type characteristics. You assign the following characteristics to deduction wage types for arrears processing:

- **Priority**
  
  The priority specifies the sequence in which the deduction wage types are processed. If deduction wage types exist with the same priority in payroll, then the system sorts them according to name.

  If you use the Garnishment component, you should assign the garnishment wage type with the highest priority.

- **Arrears-characteristics**
  
  You must also specify in Customizing the way in which deduction wage types should be processed if the net amount does not provide sufficient cover. The possibilities available
Arrears Processing for Deductions

for arrears characteristics are described in detail in Customizing for Payroll under Deductions → Arrears and Priorities → Define Priority for Deduction [Extern]
Technical Procedure of Arrears Processing

Purpose

For more information on the purpose of this process, see Arrears Processing for Deductions [Seite 409].

Process Flow

Arrears Processing

Legend:

Tables

- **ARRRS** Arrears table
  
  This contains the amounts of the deductions, which could not be processed in the previous period. These amounts are added to the amounts of the deduction wage types for the current period and are included in the current processing. Deduction wage types which cannot be processed in the current period and which are allocated with corresponding arrears characteristics are placed in the ARRRS table to be processed in the next period.

- **DDNTK** Deductions not taken
  
  Contains amounts of deductions that could not be taken from the net amount in the current period.

Functions
Technical Procedure of Arrears Processing

PRART Processing of Table OARRS
PRART Processing of Table DDNTK
PRPRI Processing of priorities table
PREND Modify table DDNTK at end of loop

For more information on the functions use transaction PDSY HR Documentation Maintenance or go to the menu for Payroll using the menu path Tools → Maintenance Tools → Function/Operation.

The steps in the graphic are performed in the following way:

1. Import of the deductions
   The following deduction wage types are imported to the input table (IT) for further processing:
   - Amounts from the ARRRS table from the previous period with function PRART
     Using personnel calculation rule X014 you can determine whether a deduction wage type, which was not processed in the previous period, should be processed during the current period.
   - Current amounts from the Additional Payments (0015) and Recurring Payments/Deductions (0014) infotypes.

2. Processing of table DDNTK: Deductions not taken
   This processing step does not take place the first time the loop is run because the table is empty.
   The amounts of the deduction wage types in the input table (IT) are reduced by the amounts of table DDNTK in function PRDNT. Further processing, such as tax calculations, is based on these reduced deductions.

3. Processing deductions according to priority
   Once the net amount has been calculated, the system processes all of the deduction wage types in accordance with their priority and their arrears characteristics. The system checks, using function PRPRI, whether the remaining net amount is sufficient for the deduction, for every deduction wage type involved.
   - If the net amount is sufficient, the deduction is not changed.
   - If the net amount were not sufficient, the deduction would result in a negative net amount. Therefore, the amount of the deduction wage type must be reduced by the appropriate difference. This difference is stored in table DDNTK. The amount is also added to the ARRRS table according to the arrears characteristic.

   After the deductions have been processed the system checks whether deduction wage types need to be reduced, that is, whether table DDNTK is full.

   Processing of steps 1 to 3 takes place in a loop, which is performed several times if the deduction wage types have to be reduced.
Since certain deductions can be made from the remuneration before taxation, and since the gross tax amount can change, processing must therefore take place in a loop. For more information see Processing Reduced Gross Tax Amounts [Seite 414].

4. Adjusting table DDNTK

After the last loop has been run, table DDNTK can contain amounts that must be deducted from the deductions for the current period. However, it can also contain amounts from the ARRRS table. Table DDNTK should, however, only contain the amounts which could not be taken into consideration in the current period. This is implemented using function PREND.

<table>
<thead>
<tr>
<th>ARRRS (Start of processing)</th>
<th>80,00</th>
<th>Deductions from the previous period</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 0014</td>
<td>30,00</td>
<td>Deductions from the current period</td>
</tr>
<tr>
<td></td>
<td>110,00</td>
<td>Total deductions</td>
</tr>
<tr>
<td>RT</td>
<td>60,00</td>
<td>Amount that could be deducted from the net amount</td>
</tr>
<tr>
<td>ARRRS</td>
<td>50,00</td>
<td>Amount that could not be deducted from the net amount and which is transferred</td>
</tr>
<tr>
<td>(End of processing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DDNTK</td>
<td>50,00</td>
<td>Amount that could not be deducted from the net amount in the current period</td>
</tr>
</tbody>
</table>

Table DDNTK should in fact only contain the amount 30,00 from the Recurring Payments and Deductions Infotype (0014)

Using function PREND the system compares the values of the deduction wage types in table DDNTK with the values in the RT and ARRRS tables. In this way the amount of the current deduction is determined and is written to table DDNTK.

Tables DDNTK and ARRRS are stored along with the payroll results in cluster table PCL2, and can be displayed using report RPCLSTRX.
Processing Reduced Gross Tax Amounts

Use

If the deductions do not affect an employees gross tax amount then processing can take place as described in Technical Procedure of Arrears Processing [Seite 411]. Exceptions are deductions which are made from the net salary amount, but which still reduce the gross tax amount. This is the case with donations or company insurance, for example. The processing class that you use for this determines whether a wage type should be deducted from remuneration before or after taxation.

Features

If such a wage type results in a deduction, and part of the amount is placed in table DDNTK, then the system recalculates the gross tax amount. Previously the deduction that was not reduced was used to calculate the gross tax amount. Calculation of the gross tax amount using the new reduced deduction amount results in a higher gross tax amount.

The result of the higher gross tax amount, using the new tax calculation, is a changed net amount. The deductions are then made from this net amount.

<table>
<thead>
<tr>
<th>Payment/deduction type</th>
<th>Calculation 1</th>
<th>Calculation 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total gross amount</td>
<td>3 000,00</td>
<td>3 000,00</td>
</tr>
<tr>
<td>Donations, deduction from remuneration before taxation</td>
<td>500,00</td>
<td>300,00</td>
</tr>
<tr>
<td>Gross tax amount</td>
<td>2 500,00</td>
<td>2 700,00</td>
</tr>
<tr>
<td>Net amount</td>
<td>1 500,00</td>
<td>1 650,00</td>
</tr>
<tr>
<td>Garnishment</td>
<td>1 000,00</td>
<td>1 000,00</td>
</tr>
<tr>
<td>Loans</td>
<td>200,00</td>
<td>200,00</td>
</tr>
<tr>
<td>Actual deduction for donation</td>
<td><strong>300,00</strong></td>
<td><strong>300,00</strong></td>
</tr>
<tr>
<td>Remaining amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DDNTK</td>
<td>200,00</td>
<td>...–</td>
</tr>
<tr>
<td>Payment Amount</td>
<td></td>
<td>150,00</td>
</tr>
</tbody>
</table>

Calculation 1

The total gross amount is reduced by the amount of the donation to the gross tax amount, from which the net amount is then calculated. The amounts for the garnishment and the repayment of loans are deducted from the net amount first, because they have a higher priority than the donation. Only 300,00 of the net amount remain for the deduction of donations. Since the donations amount to 500,00, the 200,00 which cannot be deducted is placed in table DDNTK.

Calculation 2

The gross tax amount must be redefined starting with reduced donation amounts. The loop must therefore be repeated again to process the new gross tax amount and the new donation amount.
Processing Arrears in Retroactive Accounting

Use

When the original payroll is run for a payroll period, deduction wage types are subtracted and paid. This procedure cannot be reversed. If you have to trigger retroactive accounting in this payroll period after you have changed a deductions wage type, then the deduction wage type is processed specially.

Features

The changed amount of the deduction wage type cannot be taken into consideration by the system. In retroactive accounting the amount of the deductions wage type that was processed in the original run is processed again.

Of course, a positive or negative difference can exist between the deduction amount in the original system and the changed deduction amount. This difference can be written to the next payroll period using the Arrears table (ARRRS).

In Customizing for Payroll under Deductions→Arrears and Priorities→Maintain Arrears Deductions for Retroactive Accounting [Extern] you determine how changed deduction wage types should be processed in retroactive accounting.

In retroactive accounting arrears are processed in a different way to that of an original period. Processing in retroactive accounting takes place in function PRDNT, namely before the tax calculation. The loop must therefore be performed again, there is no iteration. Processing in functions PRPRI and PREND does not take place either.
Subsequent Activities

Purpose
The component comprises the activities that you must carry out after payroll (gross - net - payroll).
Wage and Salary Payments

Purpose

This component enables you to pay wages and salaries to employees, while taking into consideration country and bank-specific requirements and specifications. Moreover, you can make certain employee-specific payments to third parties (dependent on the country version), whereby the employee is not the payment recipient. The system offers different variants of wage and salary payments, which are used in various combinations by the individual country versions.

You can find technical information on wage and salary payments and notes on the necessary Customizing settings in the following sections:

- Payment-Related Information in the Master Data [Seite 419]
- Payment-Related Information in the Payroll Result [Seite 420]
- Preliminary Program for Data Medium Exchange [Seite 422]

You can find information on the posting of payment transactions in the documentation for Posting to Accounting, under Integration with the Posting of Payment Transactions [Seite 473].

Scope of Function

You can find information on wage and salary payments in the following sections.
Payment-Related Information in the Master Data

Certain information from the master data for your employees reappears in the Payroll results. The Wage and Salary Payments evaluates this Information in the Payroll Results [Seite 420], but also accesses certain infotypes directly.

Below is a list of the international infotypes that contain payment-related information.

- Organizational Assignment (Infotype 0001) [Extern]
- Personal Data (Infotype 0002) [Extern]
- Addresses (Infotype 0006) [Extern]
- Bank Details (Infotype 0009) [Extern]
- External Bank Transfers (Infotype 0011) [Extern]

In addition to the infotypes mentioned above, there are other international wage types (e.g. for capital formation) that contain payment-related information. These infotypes will not be discussed here. For more information on international infotypes, see the SAP Library under Human Resources → Payroll → <Country>.

For more information on how the system evaluates the payment-related information in the master data and the payroll results, see Preliminary Program DME [Seite 422].
Payment-Related Information in the Payroll Results

The following tables in the payroll results contain payment-related information that the system evaluates during the wage and salary payments process.

- Payment Information (BT)
- Work Center/Basic Pay (WPBP)

Payment Information table (BT)

Every entry in the Payment Information table (BT) in an employee's payroll results corresponds to a payment that was created in a payroll period for this employee. However, the employee is not necessarily the payment recipient of all payments. A difference must be made, for entries in the Payment Information table (BT), between payments to the employee and employee-specific payments to third parties.

The origin and treatment of employee-specific payments to third parties is country-specific. If, for example, salary elements for an employee are garnished or are retained for capital formation, an entry is created in the Payment Information table (BT) in the employee's payroll results, for payment of the retained amount to a third party (e.g. the creditor or the capital formation institute). The origin of this entry depends on the county version used, and the settings in Customizing. However, employee-specific payments to third parties do not necessarily create an entry in the Payment Information table (BT) for the employee. The reason for this is that in certain country versions these payments are made independent of the Wage and Salary Payments component.

Entries in the Payment Information Table (BT) for Payments to the Employee

- The Payment Method field is always filled.
- The Bank Number and Bank Account fields are filled, if the payment method requires bank details.
- The Recipient, Postal Code and Location fields are filled, if you have manually overwritten the corresponding fields in the Bank Details infotype (0009) [Extern]. If you have not manually overwritten these fields in the Bank Details infotype (0009), the values from the Personal Data (0002) [Extern] and Addresses (0006) [Extern] infotypes are displayed there. In this case, the Recipient, Postal Code and Location fields are not filled in the Payment Information table (BT).

Entries in the Payment Information Table (BT) for Employee-Specific Payments to Third Parties

- The entry in the Payment Information table (BT) for an employee-specific payment to a third party either contains detailed information from the infotype that forms the basis of the payment (Payment Method, Bank Details, Name and Addresses), or a recipient key in the Recipient field. This recipient key refers to Customizing for Personnel Management, where you must store the detailed information mentioned.
The Purpose field in the Payment Information table (BT) is filled, if a purpose was entered in the infotype that forms the basis of the payment.

Note that not all the fields in the Payment Information table (BT) are discussed here. For more information on how the system determines the information on the payment recipient, see Preliminary Program DME [Seite 422], in the "Scope of Function" section.

**Work Center/Basic Pay Table (WPBP)**

Certain organizational elements from the Organizational Assignment infotype (0001) are stored in the Work Center/Basic Pay table (WPBP) during payroll. These organizational elements are used in the wage and salary payments process (dependent on Customizing) to determine the house bank and the house bank account.

Furthermore, the system uses the Work Center/Basic Pay table (WPBP) to determine the paying company code. Specification of the paying company code is optional in Customizing. If you have not specified a paying company code in Customizing, the system uses the company code that is stored in the Work Center/Basic Pay table (WPBP) in the employee's payroll results. If the Work Center/Basic Pay (WPBP) table for the employee contains several partial periods as the result of a WPBP Split [Extern], in the payroll period to be processed, the system uses the company code in the last partial period, in which the employee was active, to determine the paying company code.
Preliminary Program DME

Use

To start the preliminary program DME, choose Human Resources → Payroll → Payroll → Bank Transfer → Pre. Program DME from the SAP Easy Access menu.

You use the preliminary program DME to evaluate the payroll results to create payment data. The creation of payment data is the first step in the wage and salary payments process.

You can also use the preliminary program DME if you want to make several partial payments on different dates within a payroll period (Qualified Advance Payment [Seite 134]).

The preliminary program DME can evaluate payments using different payment methods [Extern] in a payment run. The payment medium programs, which further process the data created by the preliminary program DME, select the relevant data records using the payment method.

The preliminary program DME processes both information from the master data [Seite 419] and information from the payroll results [Seite 420] for an employee.

Integration

The payment data created by the preliminary program DME is processed by the country-specific payment medium programs in Accounting to create payment mediums (for example, DME files for the bank, checks). You must start these subsequent programs after the preliminary program DME has evaluated the payroll results for the employee and has created the payment data.

Prerequisites

You have exited payroll for the payroll periods for which you want to make wage and salary payments. (Exception: You make a Qualified Advance Payment [Seite 134] before exiting payroll.)

You have checked or made the following settings in agreement with Accounting.

- **Setting up the payment methods** (in Customizing for Personnel Management under Personnel Administration → Personal Data → Bank Details → Define Payment Method [Extern])
- **Setting up the house banks and house bank accounts** (in Customizing for Payroll under Data Medium Exchange → Preliminary Programs for Data Medium Exchange → Set Up House Banks [Extern])
- **Defining the Sending Banks** (using the Sender Account Number for Data Medium Exchange feature (DTAKT) in Customizing for Payroll under Data Medium Exchange → Preliminary Programs for Data Medium Exchange → Define Sending Banks [Extern])
• **Defining the paying company code** if you do not want to use the company code stored in the Organizational Assignment (0001) infotype (using the Sender Account Number for Data Medium Exchange feature (DTAKT) in Customizing for Payroll under Data Medium Exchange → Preliminary Programs for Data Medium Exchange → Define Sending Banks [Extern]).

• **Assigning the text key for the payment transaction to transfer wage types** (in Customizing for Payroll under Data Medium Exchange → Preliminary Programs for Data Medium Exchange → Check Text Keys for Payment Transactions [Extern])

  This assignment is not necessary in all country versions.

**Scope of Function**

For every current original result for employees processed in a payment run, the preliminary program DME reads the Payment Information table (BT) in the payroll results.

In the process, the system performs the following steps for every entry in this table:

• The system determines the information on the payment recipient
  - from the entry in the Payment Information table (BT)
  - from the Payee Keys table (T521B), if the entry in the Payment Information table (BT) contains a recipient key
  - from the Personal Data (0002) and Addresses (0006) infotypes, if the entry in the Payment Information table (BT) does not contain a recipient key and does not contain any recipient data

• The system evaluates the Sender Account Number for Data Medium Exchange feature (DTAKT) to determine the following information:
  - The paying company code
  - The house bank
  - The house bank account

• The system reads the Purpose field in the Payment Information table (BT):
  - If the Purpose field is filled, the contents of the field are transferred to the payment data.
  - If the Purpose field is not filled, the following text is used: "Wage/Salary", <Personnel Number>, <Payroll Period> or "Pension", <Personnel Number>, <Payroll Period>.

• The system determines the payment currency:
  - If the Currency field in the Payment Information table (BT) contains a currency, this currency is used for the payment.
  - If the Currency field in the Payment Information table (BT) does not contain a currency, the currency from the Currency field in the Payroll Status Information table (VERSC) is used for the payment.

• The system reads the bank codes of the house banks and the recipient bank from the Bank Master Record table (BNKA).
Preliminary Program DME

- The system checks the payment data for consistency. If a payment with inconsistent data exists for an employee, the system does not make any payment for this employee.
- For every entry in the Payment Information table (BT) the system creates an entry in the payment data.

Selection

The selection screen for the preliminary program DME is country-specific. The following describes only the most important international parameters.

Set Flag for Transfers

We recommend that you mark this indicator. It causes the system to mark every processed entry in the Payment Information table (BT) with date and time, to show payment runs carried out later that it is "processed". This prevents entries in the Payment Information table (BT) being accidently processed more than once. If the payroll run is repeated after you have executed the preliminary program DME, the system does not overwrite the entries marked with date and time but performs a difference calculation. That is why you must mark the Set Flag for Transfers indicator if you want to perform a qualified advance payment.

Wage Type

You can use these input fields to restrict a payment run to certain wage types, for example, to pay the wage types created for External bank Transfers (Infotype 0011) separately from the employee's salary.

Test

If you mark this indicator, the system only displays the payments to be made as the result for a payment run. It does not create any payment data and does not change any data in the payroll results.

Output

The preliminary program DME creates a payment run, which contains payment data. You can clearly identify every payment run using the Program Run Date and Identification Feature combination. The Identification Feature originates from the six-digit system time, at which you started the preliminary program DME. The system replaces the last digit of the six-digit system time in the Identification Feature with a P.

You started the preliminary program DME at 09.25 on 04.14.2000. You can clearly identify the payment run created using the Program Run Date (04.14.2000) and Identification Feature (09251P) combination.

The payment data contained in a payment run is saved in the following tables:

- Control Records for the Payment Program (REGUV)
- Settlement Data from Payment Program (REGUH)
• *Processed Items from Payment Program (REGUP)*

The data in these tables is further processed by the payment medium programs in *Accounting*. For more information, see *Payments (FI-BL) [Extern]*.

**See also:**

*Repeating a Payment Run [Seite 426]*
Repeating a Payment Run

Use
If a payment run was not carried out correctly (for example, because of a program termination), you have to repeat this payment run.

Prerequisites
When you created the payment run that you now want to repeat, you marked the Set Flag for Transfers indicator.

Procedure
1. Make the same settings on the Preliminary Program DME [Seite 422] selection screen that you made when you created the original payment run.
2. In the Repeat Run: Date and Time fields, enter the date and time for the payment run to be repeated.

   The system uses this entry to evaluate the entries in the Payment Information table (BT) which the preliminary program DME marked with data and time, but for which the date and time correspond to your entries in the Repeat Run: Date and Time fields.

3. If you only want to evaluate entries in the Payment Information table (BT) which have already been marked, select the Flagged Records Only indicator.

   If you do not set this indicator, the system also evaluates the entries in the Payment Information table (BT) which are still not marked with date and time.
4. Choose .

   If you do not know the date and time for the payment run to be repeated, proceed as follows:

1. Use the Display Payroll Results [Seite 117] program (Report H99_DISPLAY_PAYRESULT) to display a payroll result (for any employee) that was evaluated during the original payment run.
2. Display the Payment Information table (BT).
3. Select an entry from the Payment Information table (BT) which the preliminary program DME marked with date and time when creating the original payment run.
4. Make a note of the values in the Date and Time fields so that you can enter them in the Repeat Run: Date and Time fields on the Preliminary Program DME selection screen.
Wage and Salary Payments by Bank Transfer

Purpose

The system uses this process to provide all the information your house bank needs to transfer the wage and salary payments to your employees. The system creates a DME file and the DME accompanying sheet. Furthermore, you can print a payment summary which lists the individual payments. You can use the payment summary to, amongst other things, post the wage and salary payments manually to Financial Accounting.

Process Flow

1. The preliminary program DME [Seite 422] evaluates the entries in the Payment Information table (BT) in the payroll results for the employees, and creates a payment run which contains the payment data.

2. The payment medium program [Extern] for the bank transfer evaluates the payment data and creates a DME file, the DME accompanying sheet and the payment summary. The DME file contains all bank transactions and is of the same format as the file used by the bank for your country.

3. You provide your house bank with the DME file created, so that the bank transfer can be made.

The following graphic shows the process flow of wage and salary payments by bank transfer.
Evaluating Payroll Results

Procedure

1. Start the preliminary program DME [Seite 422].
2. Make the required entries for Payroll period, Selection and Wage types.
3. Select the Set flag for transfers indicator (see Preliminary Program DME [Seite 422]), and select 📋. The system produces statistics on the personnel numbers evaluated and the entries in the Payment Information table (BT).
4. Make a note of the program run date and the six-digit identification feature. You will have to enter these values at a later stage on the selection screen of the payment medium program, which you use for creating the DME file [Seite 429].

Result

The system evaluates the payroll results for the employees you selected, and saves the payment information as payment data to the database.
Creating a DME File

Procedure
1. Start the payment medium program used for creating DME files.
2. Enter the *program run date* and the *identification feature* of the payment run to be processed.
3. In the *Print control* section, select the *Data medium exchange* and *Print payment summary* indicators.
4. Enter the additional necessary data, and choose ✅.

Result
The system evaluates the payment data for the payment run you entered, and creates a DME file. The DME file contains all bank transactions and is of the same format as the file used by the bank for your country.

Furthermore, the system creates the DME accompanying sheet and the payment summary for this DME file. You can continue to process the DME file created, using data medium administration [Seite 430].
Data Medium Administration

Use
Data medium administration (DME administration) helps you to manage the data media that you create in Financial Accounting and in Human Resources.

In the Accounts Receivable or Accounts Payable menu, choose Periodic processing → Payments. The system displays the Automatic Payment Transactions: Status screen. From here, choose Environment → Payment medium → DME administration to reach the DME administration screen.

In the Payroll country menus, choose Payroll → Bank transfer → DME management.

In the DME administration overview, the system displays all the data media created with the selection criteria you have specified. You can call up further information for each data medium. Select the required data medium.

Features
DME administration includes the following functions:

- **Displaying data medium attributes**
  Choose Extras → DME attributes
  The system displays the following information for the selected data medium:
  - Payment run ID
  - House bank or clearing house
  - Date and time of data medium creation
  - Responsible person
  - Amount paid in currency specified
  - Further technical data

- **Deleting an individual or several data media**
  The accompanying administrative data is deleted from the system at the same time.
  Select the required data medium and then choose Edit → Delete data medium. A confirmation prompt appears. The selected data media are deleted when you confirm this prompt.
  If you wish to delete data media from several company codes, then you should use the reorganization function within the payment program.
  **See also:**
  Deleting DME Administrative Data Across Company Codes [Extern]

- **Downloading one or more files from the SAP system or from the file system to hard drive or disk**
  **See also:**
  Downloading a DME File onto Disk [Extern]
• Displaying the contents of a data medium on the screen or printing the contents

Choose *Edit* → *Display DME contents* from the DME administration overview screen.

The following functions are **not** available for payments from *Human Resources* (HR).

• **Displaying Documents**

Choose *Extras* → *DME attributes* and then *Environment* → *Display documents*. By selecting *Choose*, you branch into the selected payment document.

• **Displaying the transferred data after receiving and entering the account statement**

To do this, choose *Extras* → *Bk transact.attribs* from the DME administration overview screen. If your electronic account statements are processed automatically, then the system fills in the fields within the *Account statement* group.

• **Printing the payment summary for the selected data medium**

To do this, choose *Extras* → *Payment summary* from the DME administration overview screen.

• **Creating a payment advice note**

If you do not use the automatic transfer of electronic account statements but instead enter the account statement data manually, you can simplify this work by means of payment advice notes within DME administration.

You can create a payment advice note for a specified data medium using *Environment* → *Generate doc.pmt adv*. You can enter this payment advice number at a later stage when clearing the bank clearing account. During clearing, the system then only proposes those open items which belong to the payments specified in the payment advice.

You can find more information on the use of this function in Great Britain, (for the creation of a Telepay file, for example) in the documentation of report RFFODTA1.
Wage and Salary Payments by Check

Purpose

The system uses this process to print the wage and salary checks for your employees. Furthermore, you can print a payment summary which lists the individual payments. You can use the payment summary to, amongst other things, post the wage and salary payments manually to Financial Accounting.

Process Flow

1. The preliminary program DME [Seite 422] evaluates the entries in the Payment Information table (BT) in the payroll results for the employees, and creates a payment run which contains the payment data.

2. The payment medium program [Extern] for check printing evaluates the payment data and prints the checks and the payment summary.

3. The system stores information on the checks created, in the check management [Extern].

The following graphic shows the process flow of wage and salary payments by check.
Evaluating Payroll Results

Procedure

1. Start the preliminary program DME [Seite 422].

2. Make the required entries for Payroll period, Selection and Wage types.

3. Select the Set flag for transfers indicator (see Preliminary Program DME [Seite 422]), and select ☑.

   The system produces statistics on the personnel numbers evaluated and the entries in the Payment Information table (BT).

4. Make a note of the program run date and the six-digit identification feature. You will have to enter these values at a later stage on the selection screen of the payment medium program, which you use for printing checks [Seite 434].

Result

The system evaluates the payroll results for the employees you selected, and saves the payment information as payment data to the database.
Printing Checks

Procedure
1. Start the *International Payment Medium - Check (with check management)* program (Report RFFOUS_C).
2. Enter the *program run date* and the *identification feature* of the payment run to be processed.
3. In the *Print control section*, select the *Print checks and Print payment summary* indicators.
4. Enter the additional necessary data, and choose 📅.

Result
The system evaluates the payment data for the payment run you entered, and prints the checks and the payment summary. Moreover, the system creates the payment summary for the checks that have been created, and stores the information on these checks in the [Check Management](#).
Cash Payment with Cash Breakdown List

Purpose

The system uses this process to provide all the information you need to pay the wages and salaries, in cash, to your employees. The system creates:

- A cash breakdown list, in the payroll currency, with the number of bank notes and coins you need for the cash payment
- A payment list that lists the individual payments for each employee
- A list of signatures that the employee can sign after receiving the cash payment

In contrast to the other payment processes that the R/3 System offers for wage and salary payments, no data is stored or changed in your system when you use the cash payment with cash breakdown list process. Only the lists mentioned above are created when you use this process.

Prerequisites

You have not entered any payment method in the Bank Details infotype (0009).

💡

If the Payment Method field in the Bank Details infotype (0009) is blank, the system stores the payment amount in the Cash Payment wage type (/557) in the Results Table (RT) in the payroll results for the employees, during the payroll run.

The system does not store the Cash Payment wage type (/557) in the Payment Information table (BT).

Process Flow

The Cash Breakdown List program (Report RPCMLI00 or RPCMLI09) evaluates the entries in the Results Table (RT) in the employee's payroll results, for the wage type you entered on the program selection screen in the Wage Type of Net Amount field. It then creates the following lists:

- Cash breakdown list
- Payment list
- List of signatures

💡

If you use the Off-Cycle Activities [Seite 174] component, use report RPCMLI09. If you do not use the Off-Cycle Activities component, use report RPCMLI00.

The following graphic shows the process flow of cash payments with a cash breakdown list.
Cash Payment with Cash Breakdown List

Payroll result → Cash breakdown list program → Cash breakdown list

Payroll period: -06-

Geldsorte | Anzahl | Betrag in EUR
---|---|---
1.000,00 | 2 | 2.000,00
500,00  | 1  | 500,00
100,00  | 4  | 400,00
50,00   | 1  | 50,00
20,00   | 1  | 20,00
10,00   | 0  | 0,00
5,00    | 0  | 0,00
2,00    | 2  | 4,00
1,00    | 0  | 0,00
0,50    | 0  | 0,00
0,10    | 0  | 0,00
0,05    | 1  | 0,05
0,02    | 0  | 0,00
0,01    | 0  | 0,00

Total (pers. subarea development) 2.974,05
Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the Notifications infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for Payroll under Remuneration Statement.
Creating Remuneration Statements

Procedure

1. In the SAP Menu choose Human Resources → Payroll → International → Information System → Employee → Remuneration Statement.

2. Enter the appropriate values in the fields, and set the indicators required.

   The system enters a default value in the Payroll Area field. This corresponds to your entries in the initial payroll or to the settings under Tools → Set Modifiers → Payroll Area. You can overwrite this default value.

3. Choose Program → Execute or Execute + Print or Execute in Background.
Notifications Infotype (0128)

Definition
In the Notifications Infotype (0128) you define the additional information that should be printed on your employee’s remuneration statement. For example, messages from management and birthday congratulations.

Structure
The Notifications infotype (0128) has the following subtypes in the standard system.

- Subtype 1: General notifications
  In this subtype you assign a text module to a personnel number. You have created the text module previously using the function Tools → SAPscript → Standardtext. You cannot edit the text module directly in the Notifications Infotype (0128).

- Subtype 2: Personal notifications
  In this subtype you edit an individual text module for the personnel number in question. You can only edit and display this text directly in the infotype.
Creating a General Notification

Procedure

1. Choose Tools → Form Printout → SAPscript → Standard Text.
2. In the Text Name and Language fields, enter the required data.
3. In the Text ID field, enter HR_G.
4. Choose Create.
5. Choose Goto → Header.
6. Enter a short title for the new text module.

Maintain the short title for the text modules you have used. This provides you with a better overview within the Notifications infotype (0128), because the short title, not the text name, is displayed in the list screen or overview screen for the infotype.

A change to a text module affects all of the personnel numbers to which the text is assigned in subtype 1 (General Notifications).

7. Enter the text for the general notification.

The system does not support formatting within the remuneration statement.

8. Choose Save.
Assigning a Notification to a Remuneration Statement

Prerequisites
You have created a general notification by choosing Tools → Form Printout → SAPscript → Standard Text.

Procedure
1. Choose Human Resources → Personnel Management → Administration → HR Master Data → Maintain.
2. Enter the employee’s personnel number.
3. In the Infotype field, enter 0128 and in the Subtype field, enter 1 for a General Notification.
4. Choose Create.
5. Enter the text name.
6. Enter any other necessary data, if and when required.
   
  💡 You should define the beginning and end date of the notification, as the notification will be printed in every payroll period otherwise.

7. Choose Save.

Result
You have assigned a general notification to an employee’s remuneration statement.
Editing Personal Notifications

Procedure

1. Choose Human Resources → Personnel Management → Administration → HR Master Data → Maintain.

2. Enter the employee’s personnel number.

3. Enter 0128 in the Infotype field and 2 in the Type field for a Personal Notification.

4. Choose Create.

5. Enter a short title for the personal notification.

6. In lower part of the window, enter the personal notification. If this area is too small, you can access the SAPscript editor by choosing Maintain Notification. You can now edit the text again.

   The system does not support formatting within the remuneration statement.

   You should define the beginning and end date of the notification, as the notification will be printed in every payroll period otherwise.

7. Choose Save.
Parallel Execution of Evaluation Programs

Use
If you want to generate evaluations for a large number of personnel numbers (for example, print remuneration statements), you can use report RPCS0000 to create several background jobs. The system then processes the background jobs simultaneously using different application servers.

You should not use report RPCS0000 to run simultaneous evaluations with only one result (for example, for an employee telephone directory). This is because you cannot combine the results of individual background jobs.

Prerequisites
The following prerequisites must be met if you want to run an evaluation program using report RPCS0000:

- A suitable variant must be defined in the evaluation program.
- The evaluation program must use the logical database PNP.

Scope of Functions
You specify the number of personnel numbers to be evaluated in the background job or how many background jobs should be created. Report RPCS0000 selects the personnel numbers to be evaluated from the database and groups them together in background jobs. You can release each background job separately or you can release them together.

Report RPCS0000 does not use the criteria for the logical database PNP when sorting. Sort sequences defined in the program variants may, therefore, not be performed correctly.

You can enter a short text for each evaluation run. Each background job contains this short title and a sequential number. The short text can be helpful if you want to display the background jobs in the general job overview.

The program displays a log after the evaluation has been completed.
Starting Evaluation Programs Simultaneously

Prerequisites
You have defined a program variant for the evaluation program (for example, for the creation of remuneration documents) and are in the ABAP/4 Execute Program screen.

Procedure
1. Enter program RPCS0000.
2. Choose Execute.
3. Enter the evaluation program and a variant.
4. Enter the number of personnel numbers to be included in the parallel payroll run, or enter the number of jobs for which the payroll run should be split.
5. Choose one of the following steps:
   - Program → Execute
   - Program → Execute + Print
   - Program → Execute in Background

Result
The system performs the evaluation and then prints a log. This contains the following information:
   - Date and time of the individual program steps
   - Error messages
   - Warnings
   - Overview of generated background processes
     You can clearly identify the jobs using the job numbers and job names.
Payroll Account (Report RPCKTOx0; HxxCKTO0)

Purpose
The Payroll Account provides you with a combination of different wage types for a specific period. This combination is sorted according to personnel number. For example, in Germany you therefore fulfill the regulations for taxes and social insurance. However, you can also use the payroll account for other purposes (for example, for internal revision).

Integration
You can branch from the payroll account view to the remuneration statement [Seite 437] view to obtain detailed information on a payroll result.

The remuneration statement displays an In-period view [Extern]; the payroll account displays a For-period view [Extern]. If you select a For-Period [Extern], the remuneration statement for the corresponding In-Period [Extern] is displayed.

Scope of Function
According to the way the payroll account is set up in Customizing for Payroll, under Forms → Payroll Account, it contains the following specifications:

- The employee's personal data
- The cumulated gross wage
- The net wage for every specific payroll period
- Specifications from additional wage types

An employee's personal data is generally at the top of the payroll account, and all the other details are usually included in the main body of the payroll account.
In-Period / For-Period / In-Period View / For-Period View

In-Period

The in-period (start and end date of a period) is the payroll period in which a payroll result is generated.

For-Period

The for-period (start and end date of a period) is the payroll period for which a payroll result is generated.

In-Period View

An in-period view is a selection of payroll results from the payroll directory (for example, RPCLSTRD Payroll Result for Germany) for a number of in-periods. The payroll results that were generated for the required number of payroll periods in the selected period are selected.

For-Period View

A for-period view is a selection of payroll results from the payroll directory (for example, RPCLSTRC Payroll Result for Switzerland) for a number of for-periods. The payroll results that were generated in the required number of payroll periods for the selected period are selected.

Example: For-Period View / In-Period View

<table>
<thead>
<tr>
<th>Payroll result</th>
<th>For-period view</th>
<th>Start date</th>
<th>End date</th>
<th>In-period view</th>
<th>End date</th>
</tr>
</thead>
</table>

Explanation

The payroll result 1 for the payroll period (for-period) 01/1997 has the start date 01.01.1997 and the end date 31.01.1997. This payroll result was generated in the payroll period (in-period) 02/1997.
Creating a Payroll Account

Prerequisites
You have made the settings required for the payroll account, in Payroll Customizing under Forms → Payroll account.
Payroll results exist.
You are in the initial screen for Payroll.

Procedure
1. In the SAP Menu choose Information Systems → Human Resources → Payroll → Payroll (Country) → Employee → Payroll Accounts.
2. Enter the appropriate values in the fields and set the indicators required.
   You can specify a period of time or a payroll period as data selection criteria. The Employee selection period field is also available on some occasions. If you also specify an employee selection period, only the personnel numbers that have a valid infotype record for the Organizational Assignment infotype (0001), on at least one day in the specified period are selected.
   You can control the output of a remuneration statement using the fields in the Edit output when accessing remuneration statement group box.
3. Choose Program → Execute or Execute + Print or In Background.

Result
You create a payroll account.
   If you require information on a payroll result, you place the cursor in the column for the period in which the payroll result was created, and choose Detail.
Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose
The payroll journal contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:
- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function
The new version of the payroll journal differentiates between:
- Page headers
  - The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts
  - The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts
  - If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page
  - The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose In-Periods [Extern] are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the In-Period View [Extern], in the forms mentioned above.

Restrictions
The payroll journal cannot be used as a basis for reconciliation with the Financial Accounting and Controlling application components.
Creating a Payroll Journal

Prerequisite
You have made the necessary settings for the payroll journal in Customizing for Payroll, under Forms → Payroll Journal, and have ended the payroll run successfully.
You are in the initial screen for Payroll.

Procedure
1. In the SAP Menu choose Human Resources → Payroll → International → Information System → Organizational Entity → Payroll Journal.
2. Enter the appropriate values in the fields, and set the indicators required.
   
   ![Light Bulb]
   
   You can specify a period of time or a payroll period as data selection criteria.

   Fill in the Payroll Type and Payroll Identifier fields, if these are available in your country version, to restrict the payroll results that are to be evaluated.

   You use Delimitation to determine the sorting sequence and the way in which the values for the totals pages should be cumulated.

   You use Format Retroactive Accounting to determine how retroactive accounting should be displayed on the payroll excerpts.

   You use Format Retroactive Accounting to determine how current periods are printed and whether superlines are printed.

3. Choose Program → Execute or Execute + Print or In Background.

Result
The payroll journal was created. According to the settings you have made, you only obtain information concerning the personnel area, or additionally you obtain information concerning the individual employees.
Wage Type Statement

Definition
The wage type distribution is a list that gives you an overview of the wage types in the in-period view. The system evaluates the payroll results from results tables RT and CRT and determines the original payroll result and the retroactive accounting results created in the period in question.

The system also evaluates the employee’s organizational assignment. This is included in the payroll results. This data is taken from the Work Center Basic Pay table (WPBP).

Use
You can use the wage type statement to

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Have an additional, detailed control medium for revisions

The following evaluation options can be used when creating the wage type statement:

- Individual evaluation
  
  This type of evaluation is performed for each personnel number. The number and amount is printed for each wage type. The individual evaluation can be sorted according to personnel number or employee name within the organizational assignment.

- Totals evaluation
  
  This type of evaluation is performed without specification of personnel number and name. The selected wage types are cumulated and printed for all selected personnel numbers. The totals evaluation can only be sorted according to organizational assignment.

Wage type statements can only be created for one country. Personnel numbers that are assigned to another country are listed in the error log.
Creating a Wage Type Statement

Prerequisites
Payroll results exist.
You are in the initial screen for Payroll.

Procedure
1. In the SAP Menu choose Human Resources → Payroll → International → Information Systems → Wage Type → Wage Type Statement.
2. Enter the appropriate values in the fields, and set the indicators required.

![Tip]

If you do not enter a wage type, the SAP System selects all wage types that are in the internal Results tables RT or CRT for the selected payroll result.

If you flag the New Page Per Wage Type field, each new wage type is printed on a new page in the individual statement. This parameter is not used in totals evaluation.

In the Reference Period field, you can enter a payroll period as a comparison period. The results of the comparison and the absolute and relative differences between the wage types will then be printed on the wage type statement. The comparison values that are generated when a reference period is used cannot be printed on the form.

If you flag the Read Cumulated Results field, the cumulated annual values for the results table CRT are read and formatted for the wage type statement.

In the Totals Formation group, you can change the standard output by changing one of the sort criteria.

3. Choose Program → Execute or Execute + Print or Execute in Background.

Result
A wage type statement is displayed.
Wage Type Distribution

Definition

The wage type distribution is a list that gives you an overview of the wage types in the for-period view. The system evaluates the payroll results from results table RT and determines the last payroll result for the for-periods for a period.

The system also evaluates the employee’s organizational assignment. This is included in the payroll results. This data is taken from the Work Center Basic Pay table (WPBP). The system does not include any retroactive accounting differences in the wage type distribution.

When creating the list, the system only considers the current data records that are valid at the time of the evaluation. This means that the evaluation runs that take place later may not have the same result: If retroactive accounting has taken place in this period, a new payroll result exists, which is then displayed.

Use

You can use the wage type distribution to:
- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

The following evaluation options can be used when creating the wage type statement:

- Individual evaluation
  This type of evaluation is performed for each personnel number. The number and amount is printed for each wage type. The individual evaluation can be sorted according to personnel number or employee name within the organizational assignment.

- Totals evaluation
  This type of evaluation is performed without specification of personnel number and name. The selected wage types are cumulated and printed for all selected personnel numbers. The totals evaluation can only be sorted according to organizational assignment.

Wage type distribution lists can only be created for one country. Personnel numbers that are assigned to another country are listed in the error log.
Creating the Wage Type Distribution List

Prerequisites
Payroll results exist.
You are in the initial screen for Payroll.

Procedure

4. In the SAP Menu choose Human Resources → Payroll → International → Information System → Wage Type → Wage Type Distribution.
5. Enter the appropriate values in the fields, and set the indicators required.

💡
If you do not enter a Wage Type, the SAP System selects all wage types that are in the internal Results tables RT for the selected payroll result.

If you flag the New Page Per Wage Type field, each new wage type is printed on a new page in the individual statement. This parameter is not used in totals evaluation.

If you only flag the Evaluation Start field in the Evaluation Period group, only this period will be evaluated.

In the Totals Formation group, you can change the standard output by changing one of the sort criteria.

6. Choose Program → Execute or Execute + Print or Execute in Background.

Result
You have created a wage type distribution.
Wage Type Reporter (H99CWTR0)

Use

You use the wage type reporter to evaluate wage types that are contained in the payroll results. Data from the *Results Table* (RT) and the *Work Center Basic Pay table* (WPBP) is used in the evaluation.

Data from the *Personnel Administration* application component (PA-PA) (for example, infotypes), or from other tables in the R/3 System is not included in this evaluation.

Prerequisites

Payroll has been run successfully.

Scope of Function

Evaluation options

- Evaluation of wage types for a selected period
- Overview of the wage types from an in-period view [Extern] or a for-period view [Extern].
- Variable column selection for the list (for example, company code, wage type, and in-period [Extern])
- Selection of wage types to restrict the evaluation
- Summarized output of selected wage types
- Summarized output of selected wage types

List display

- Output and display in
  - SAP List Viewer [Seite 455]
  - Microsoft Excel Table [Seite 456]
SAP List Viewer

Definition
The SAP List Viewer is a user interface, which enables you to display lists in a standardized list format in the R/3 System. The List Viewer uses a simple list format and includes functions for the dynamic creation of display variants.

Use
The List Viewer enables you to
- Use pre-defined SAP standard display variants
- Create display variants
- Sort the data
- Sort the lines according to the values in the columns, either in an ascending or descending sequence
- Set a filter
- Display lines that meet certain criteria
- Form totals and subtotals

The wage type reporter uses the List Viewer as a method for displaying the created list. You can choose how to display the list using the display variants. For example, you can
- Move columns
- Hide columns
- Form totals
- Sort the data

For more information, see the documentation on *Cross Application Components* (CA-GTF) under *SAP List Viewer [Extern]*.
Displaying the Excel Table

Use

The wage type reporter uses Microsoft Excel to display the list in a table format.

Activities

When you use Microsoft Excel to display the form, SAP recommends that you use an Excel template and use the following procedure:

1. Start the wage type reporter with the required data, however, do not specify an Excel template.
   The system creates a temporary table.
2. Enter suitable column headers in the table. Insert the headers as the first line.
3. Select all columns in the area containing the data.
4. Choose the Pivot Table Report and create the required report.
5. Insert this report in a new Excel sheet.
   The Pivot Table is displayed.
6. To save the Pivot Table as a template, select all data in the temporary table. Do not select the column headers.
7. Delete the selected data and place the cursor in the first column and second line.
8. Save the template in the file format .XLT.

The template can be re-used for other Excel tables; however, the objects selected must be the same as the objects selected when the template was created.

1. In the Excel model template field, enter the path for the template.
2. Start the wage type reporter.
   The new temporary table is displayed.
3. Choose the sheet with the Pivot Table, and update the table.
Creating a List of Wage Types

Prerequisites
Payroll results exist.
You are in the initial screen for Payroll.

Procedure
1. In the SAP Menu choose Human Resources → Payroll → International → Information System → Wage Type → Wage Type Reporter.
2. Enter the appropriate values in the fields, and set the indicators required.

The standard selection fields are available in the Selection group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur if master data is changed retroactively. SAP recommends that you include the objects used for selection in the Object Selection function.

If you flag the In-period or For-period view in the Period Determination group, a list is created for the selected view.

If you do not enter a wage type, the SAP System selects all wage types that are in the internal Results Table RT or in the Work Center Basic Pay table for the selected payroll result.

You use the Object Selection function to define which objects are displayed as columns in the list and which objects are summarized. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the Output group, you define whether the list is created with the List Viewer or printed as a Microsoft Excel table.

If Display using list display or Layout list viewer is selected, the list is displayed in the SAP List Viewer [Seite 455].

If Display using Excel or Excel model template is selected, the list is displayed as a Microsoft Excel Table [Seite 456].

3. Choose Program → Execute.

Result
A list is displayed of the wage type evaluation.
Posting to Accounting (PY-XX-DT)

Purpose

The payroll results contain information that is relevant for Accounting. For this reason, they must be evaluated for posting to Accounting. The Posting to Accounting component performs this task. It is the interface between Payroll and Accounting. It helps to:

- Group together posting-relevant information from the payroll results
- Create summarized documents
- Perform the relevant postings in the Accounting components

Integration

Various components of the R/3 system interact when posting to Accounting:

Payroll (PY)

The Payroll component creates payroll results for each payroll period. To do so, wage types [Seite 210] with different business purposes are created. They are created according to tax, social insurance law, industrial law, pay scale and operative points of view.

Financial Accounting (FI)

Financial Accounting illustrates all business transactions in the enterprise using postings to the relevant accounts. Posting to Accounting provides the necessary data for the following components in Financial Accounting:

- General Ledger Accounting (FI-GL)
- Accounts Payable (FI-AP)
- Accounts Receivable (FI-AR)
- Special Ledger (FI-SL)
- Funds Management (FI-FM)

Cost Accounting (CO)

Cost Accounting provides information on the relationship between costs and activities within the enterprise. To do so, costs are either assigned to a cost center or to another account assignment object. The posting to Accounting component usually posts to the following account assignment objects:

- Cost center
- Order

It is also possible to post to the following account assignment objects:

- Cost object
- Work breakdown structure element
- Network number
- Activity number
The system can provide Personnel Cost Planning with data based on simulated or actual payroll results from posting to Accounting.

The graphic shows how the components link together when posting to Accounting.

Implementation Considerations
The components involved in posting to Accounting do not have to be in the same client in the R/3 system. If the components involved are in different R/3 systems, R/2 systems or third-party systems, you can find more information in the following sections:

- Posting from HR Systems < 4.0 [Seite 526]
- Posting to AC Systems < 4.0 [Seite 530]
- Posting Posting Documents [Extern]

In Customizing of Cross-Application Components, under Predefined ALE Business Processes → Human Resources → HR <-> AC → Posting of Payroll Results to Accounting

Scope of Function
- You can use the Accounting interface (AC interface) to directly post the documents created to the Accounting components.
- You can simulate posting runs before the end of the payroll run. In this way, you can check if the payroll results are also correct from the point of view of posting to Accounting.
Posting to Accounting (PY-XX-DT)

- You can access information on the creation and processing of posting runs at any time using status management and the history.
- By selecting the payroll results, you prevent them from being evaluated twice. This also lets you check if payroll results were missed out during reporting.
- With the help of layouts, which you can configure to your individual needs (for example, totals formation, sorting, filtering), you can check posting documents efficiently.
- The summarized line items can be traced back to the payroll result for a personnel number at any time. This function is protected by authorizations.
- The data created can be archived. For more information on archiving, see Archiving Posting Documents (PY-XX-DT) [Extern] and Archiving Index Files (PY-XX-DT) [Extern].
- You can provide data for Personnel Cost Planning
Central Objects

You can use the Central Objects section to gather information on the following objects:

- Posting runs
- Posting documents

To be able to correctly control the process of Posting to Accounting, you must thoroughly understand both these objects and their relationship to one another.
Posting Runs

Definition

Central object in posting to Accounting. The step creating a posting run [Seite 502] creates a posting run based on the payroll results, with a distinctive number, the run type PP and the accompanying posting documents [Seite 465]. A posting run always contains all the posting documents created. Therefore, all activities performed with reference to the posting run affect all of its accompanying posting documents.

During posting to Accounting the posting run takes on various statuses that provide information on the progress of the posting and any errors that may occur.

Use

Posting Document: Assigned Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Procedure(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simulate</td>
<td>Simulating a posting run [Seite 500]</td>
</tr>
<tr>
<td>Create</td>
<td>Creating a posting run [Seite 502]</td>
</tr>
<tr>
<td>Display</td>
<td>Displaying the posting run overview [Seite 511]</td>
</tr>
<tr>
<td></td>
<td>Displaying the history [Seite 523]</td>
</tr>
<tr>
<td></td>
<td>Displaying the attributes of a posting run [Seite 513]</td>
</tr>
<tr>
<td></td>
<td>Displaying detailed information [Seite 524]</td>
</tr>
<tr>
<td>Modify</td>
<td>Changing or creating a posting run text [Seite 512]</td>
</tr>
<tr>
<td></td>
<td>Deleting a posting run [Seite 514]</td>
</tr>
<tr>
<td>Post</td>
<td>Posting posting documents [Seite 507]</td>
</tr>
<tr>
<td>Reverse</td>
<td>Reversing a posting run [Seite 521]</td>
</tr>
<tr>
<td>Archive the index files</td>
<td>Archiving index files (PY-XX-DT) [Extern]</td>
</tr>
</tbody>
</table>

The posting run ensures that an employee’s payroll results are only posted once:

- During the step Creating a posting run, the system locks the payroll results for the selected personnel numbers. In this way, it is not possible for either another posting run or the payroll driver to process these payroll results.

- In posting to Accounting, a posting run can only be accessed by one sub-process at a time. Amongst these sub-processes are:
  - Creating a posting run
  - Deleting a posting run
  - Posting posting documents
  - Reversing posting documents
Status management ensures that these sub-processes are listed in a permitted order.

- The system selects the payroll results for a personnel number, which are processed in the step Create posting run. When attempting to repeat payroll for the same payroll period, the system rejects a personnel number whose payroll results are selected. It is also not possible to process a payroll result that has already been selected with the step Create posting run. However, selection of the payroll results is only cancelled
  - If you delete a posting run for which the accompanying posting documents have not yet been posted
  - If you reverse posting documents that have already been posted for a posting run

**Structure**

**Attributes**

A posting run can, depending on Customizing and the country version, have the following attributes:

- Payroll area and period
- Due date
- Country grouping
- Number of personnel numbers selected
- Number of personnel numbers evaluated
- Number of personnel numbers rejected
- Number of personnel numbers skipped
- Payroll type, payroll identifier and payment date for Off-Cycle Payroll
- Program that has generated the run
- R/3 System Release
- Name of accompanying TemSe data object
- Function exit: Account determination is used
- Function exit: Filling out ZUONR/SGTXT is used
- Function exit: Temporary wage type is used
- Number of document archive
- Number of index archive
- Month End Accruals evaluated by posting
- Month End Accruals evaluated by reversal

💡

You should consider that not every posting run has all attributes named.
Posting Runs

Status History

The system automatically creates a status history for posting documents, to log changes with the date, time and user responsible.
Posting Documents

Definition

Central object in posting to Accounting, which contains all the information transferred when posting to Accounting. Posting documents are created in the step Create posting run. All posting documents that are created as a result of creating a posting run are grouped together to one unit in this posting run.

Each posting document is given a clear number when it is created. During posting to Accounting, the posting document takes on different statuses, which provide information on which activities were performed with reference to the posting document.

The Accounting components use the posting document as the original document for creating other documents. These accounting documents contain a link to the posting document on which they are based.

The reversal document [Seite 519] is a special form of the posting document. It has the same structure as the posting documents that are created for a regular posting. The system creates reversal documents if you reverse the posting documents for a posting run.

Use

Posting document: assigned activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Procedure(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display</td>
<td>Displaying the Document Overview [Seite 516]</td>
</tr>
<tr>
<td></td>
<td>Displaying the Posting Document [Seite 517]</td>
</tr>
<tr>
<td></td>
<td>Analyzing the Line Items [Seite 518]</td>
</tr>
<tr>
<td></td>
<td>Displaying the History [Seite 523]</td>
</tr>
<tr>
<td></td>
<td>Displaying Detailed Information [Seite 524]</td>
</tr>
<tr>
<td>display the accompanying accounting documents</td>
<td>Checking the Accounting Documents [Seite 508]</td>
</tr>
<tr>
<td>Release</td>
<td>Release the Posting Documents [Seite 506]</td>
</tr>
<tr>
<td>Post</td>
<td>Posting Posting Documents [Seite 507]</td>
</tr>
<tr>
<td>Archive</td>
<td>Archiving Posting Documents (PY-XX-DT) [Extern]</td>
</tr>
</tbody>
</table>

Structure

Document header and lines

Posting documents always consist of document header and document lines.

The document header contains information on

- Document number
Posting Documents

- Company codes
- Posting date
- Document date

The document header contains information on:

- Account number
- Account assignment objects (for example, cost center)
- Amount
- Currency

In Accounting, a document line is also called a document line item.

**Status History**

The system automatically creates a status history for posting documents, to log changes with the date, time and user responsible.
Business Basics

You can use the Business Basics unit to get information on the business aspects of posting to Accounting using examples.
Example: Posting a Salary

Payroll Results (HR)
Payroll calculates wage types with different business tasks. Some of these wage types (for example, the primary wage type MA10 Standard Pay or the secondary wage type /559 Bank Transfer) contain information that is relevant for Accounting. Thus, from the point of view of Financial Accounting, Wage type MA10, Standard Pay, contains a company-related expense while the wage type /559, Bank Transfer, contains a payable.

Within Posting to Accounting, wage type /559 Bank Transfer, is posted to a payables account. In this example, the wage type is posted to the account Wages and salaries payable.

The wage type MA10 Standard Pay is posted to an expenses account. In this example, it is posted to the Salaries account. As additional account assignment, this posting contains the master cost center of the employee, for example, cost center 600 Production.

Posting in Financial Accounting (FI)
Posting payroll results in Financial Accounting takes place in the following way:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>to Wages and salaries to be paid</td>
<td></td>
<td>2,000</td>
</tr>
</tbody>
</table>

The posting of payment transactions is not part of the technical process of Posting to Accounting. The procedure will, however, be described in the following documentation in order to demonstrate this example's relevance for business.

If you make payments to the employee, you must (within this payment transaction) make postings from the payables account above to the bank account involved, so that the clearing account is clear again after both posting transactions.

The following posting is to be performed within the payment transaction:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and salaries to be paid</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>to Bank account</td>
<td></td>
<td>2,000</td>
</tr>
</tbody>
</table>

Posting to Cost Accounting (CO)
Cost Accounting interprets the posting of payroll results as the posting of primary costs to the value of the salary paid to the employee (2,000 euro). These costs are posted to cost center 600, Production, with the cost type Salaries.
Complete Posting

Use

The system only assigns an account to the largest part of the wage types to be posted to which the relevant amount is posted. Complete posting is only guaranteed by correctly selecting the wage types to be posted when processing the posting characteristics of wage types in Customizing.

Some of the wage types created in Payroll illustrate employer expenses. They should be posted in the Accounting components.

This expenses posting is offset by posting the receivables against the employees to the account Wages and Salaries to Be Paid. Other receivables against different recipients of deductions that are retained from the employee’s salary also arise, depending on the respective country. These are usually posted to a receivables account for each recipient group.

See also:

Example: Posting A Salary [Seite 468]
Example for Germany: Complete Posting [Seite 470]
Example for Switzerland: Complete Posting [Seite 471]

Prerequisites

You must have defined the posting characteristics of the wage types in Payroll Customizing (under Reporting for Posting Payroll Results to Accounting → Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types).
Example for Germany: Complete Posting

The Standard Salary primary wage type (MA10) is posted as an expense. The secondary wage types Bank Transfer (/559), EE Taxes (/260), and EE SI Shares (/261) are posted to payables accounts. Wage types /351, /361, /371, and /381 (ER Shares for Social Insurance) are posted twice, since they represent both an expense and a payable.

Example Posting for Germany

<table>
<thead>
<tr>
<th>Postings to expense accounts</th>
<th>Postings to payables accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage type</td>
<td>Amount</td>
</tr>
<tr>
<td>MA10 Standard Salary</td>
<td>5,000</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>/351 ER HI share</td>
<td>335.00</td>
</tr>
<tr>
<td>/361 ER PI share</td>
<td>465.00</td>
</tr>
<tr>
<td>/371 ER RP share</td>
<td>162.50</td>
</tr>
<tr>
<td>/3Q1 ER NI share</td>
<td>25.00</td>
</tr>
<tr>
<td></td>
<td>5,987.50</td>
</tr>
</tbody>
</table>

The relevant posting records are as follows:

<table>
<thead>
<tr>
<th>FI accounts in INT account plan</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>430000 Salaries</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>440000 Legal social expenses</td>
<td>987.50</td>
<td></td>
</tr>
<tr>
<td>to 176000 Salaries/wages to be paid</td>
<td></td>
<td>2,902.21</td>
</tr>
<tr>
<td>to 176100 Employment and church tax</td>
<td></td>
<td>1,110.29</td>
</tr>
<tr>
<td>to 176200 Social Insurance</td>
<td></td>
<td>1,975.00</td>
</tr>
<tr>
<td></td>
<td>5,987.50</td>
<td>5,987.50</td>
</tr>
</tbody>
</table>
### Example for Switzerland: Complete Posting

<table>
<thead>
<tr>
<th>Wage type</th>
<th>Amount</th>
<th>Wage type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>M100 Monthly salary</td>
<td>5,500</td>
<td>/559 Bank Transfer</td>
<td>4,694.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/411 AHV contribution</td>
<td>277.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/420 AHV contribution</td>
<td>82.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/430 Non-industrial accident</td>
<td>85.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/451 Pension fund</td>
<td>360</td>
</tr>
<tr>
<td>/410 AHV administration costs</td>
<td>3.35</td>
<td>/410 AHV administration costs</td>
<td>3.35</td>
</tr>
<tr>
<td>/412 AHV premium / ER share</td>
<td>277.75</td>
<td>/412 AHV premium / ER share</td>
<td>277.75</td>
</tr>
<tr>
<td>/429 ALV/ER share</td>
<td>82.50</td>
<td>/429 ALV/ER share</td>
<td>82.50</td>
</tr>
<tr>
<td>/452 EE’s PF/ER share</td>
<td>360</td>
<td>/452 EE’s PF/ER share</td>
<td>360</td>
</tr>
<tr>
<td>/43C Industrial accident</td>
<td>75.25</td>
<td>/43C Industrial accident</td>
<td>75.25</td>
</tr>
<tr>
<td>/40A FAK contribution fund</td>
<td>82.50</td>
<td>/40A FAK contribution fund</td>
<td>82.50</td>
</tr>
<tr>
<td>/480 reserve, 13th month wages</td>
<td>458.35</td>
<td>/480 reserve, 13th month wages</td>
<td>458.35</td>
</tr>
<tr>
<td></td>
<td>6,839.70</td>
<td></td>
<td>6,839.70</td>
</tr>
</tbody>
</table>

The relevant posting records are as follows:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>400000 Wages and salaries</td>
<td>5,500</td>
<td></td>
</tr>
<tr>
<td>400200 13. 13th Month Wage</td>
<td></td>
<td>458.35</td>
</tr>
<tr>
<td>405100 Social insurance AHV/ALV/FAK</td>
<td></td>
<td>446.10</td>
</tr>
<tr>
<td>405200 Round up pension fund</td>
<td></td>
<td>360.00</td>
</tr>
<tr>
<td>405300 Social insurance BU/NBU</td>
<td></td>
<td>75.25</td>
</tr>
<tr>
<td>to 220100 AHV/ALV Payroll account</td>
<td></td>
<td>723.85</td>
</tr>
<tr>
<td>to 220200 SUVA Premium payroll account</td>
<td></td>
<td>160.50</td>
</tr>
<tr>
<td>to 220600 FAK payroll account</td>
<td></td>
<td>82.50</td>
</tr>
<tr>
<td>to 222100 Pension funds payroll account</td>
<td></td>
<td>720</td>
</tr>
<tr>
<td>to 225100 Payment account</td>
<td></td>
<td>4,694.50</td>
</tr>
</tbody>
</table>
Example for Switzerland: Complete Posting

<table>
<thead>
<tr>
<th>to</th>
<th>226100 Reserve, cash discount 13th salary discount</th>
<th>458.35</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>6,839.70</td>
</tr>
</tbody>
</table>
Integration with the Posting of Payment Transactions

Use
Posting payroll results ensures that the personnel expenses that arise within the company are posted in *Financial Accounting* and *Cost Accounting*. The resulting payables are also offset as follows:

- Payables to employees are offset against the *Wages and Salaries Payable* account
- Payables to the recipients of the deductions retained from the employees are offset in additional payables accounts. This is country-specific.

Activities
These payables are triggered in Financial Accounting as follows:

- Payables against the employees are settled by payments.
- The receivables against third parties (for example, tax, social insurance) are settled by payments.

The following steps are performed for each transaction:

1. The amounts payable are calculated.
2. The amounts calculated are paid.
3. A *Payables account to bank clearing account* posting is created.

Steps 2 and 3 are performed either automatically or manually, based on the country and respective payment transaction.

When the appropriate account statements are created, the *Bank clearing account to bank* posting run clears the bank clearing account.

See also:
- Germany: Integration with the Posting of Payment Transactions [Seite 474]
- USA: Integration with the Posting of Payment Transactions [Seite 476]
Germany: Integration with the Posting of Payment Transactions

Use
Posting payroll results ensures that the personnel expenses within the company are posted to Financial Accounting and Cost Accounting. The resulting payables are also offset as follows:

- Payables to employees are offset against the Wages and Salaries Payable account
- Payables to the tax office are offset against the Taxes Payable account
- Payables to the social insurance agencies are offset against the Social Insurance Contributions Payable account.

In certain cases, further payables against other recipients can arise.

Activities
These payables are cleared in Financial Accounting as follows:

- Payables to employees are effected using payments (usually bank transfers).
- Taxes are based on the Employment Tax Notification and are transferred to the tax office with the other general company tax payments.
- The social insurance contributions payable are based on the Statement of Contributions and are transferred to the health insurance funds using the Transfer to HI Fund function.

The following graphic shows an overview of integration with the posting of payment transactions:
The following steps are performed for each of these payment transactions:

1. The amounts payable are calculated.
2. The amounts calculated are paid. This takes place based on the transaction either automatically or manually.
3. A *Payables account to bank clearing account* posting is created. You must perform this posting manually.

When the appropriate account statements are created, the *Bank clearing account to bank* posting run clears the bank clearing account.
USA: Integration with the Posting of Payment Transactions

In the USA, payables against the tax authorities and other vendors are posted to the relevant vendor accounts using the function Third Party Remittance [Extern], they are then paid by the normal payment run in Financial Accounting.
Technical Aspects

You can use the Technical Aspects unit

- To get an overview of the technical process of Posting to Accounting
- To get information on the technical details
Technical Sequence of Posting

Purpose

Posting to Accounting includes the evaluation of the payroll results, the creation of posting documents and posting them in the Accounting components.

Process Flow

1. Each time Posting to Accounting is started, the system creates a posting run with a distinctive number. The posting run allows you to recreate the information edited at any time. The posting run has a different status at each point between the reporting of the payroll results and the posting of the summarized information.

2. The system evaluates the payroll results in view of information relevant to posting. If payroll results are evaluated for a live posting run, they are flagged. This ensures that the payroll results are not evaluated twice. The system can also use the selection to check whether any payroll results exist in a payroll period that has not been evaluated yet.

3. The system determines the symbolic account assignment from the wage types to be posted using the settings in Customizing. The system derives the employee grouping for the account assignment from certain characteristics of the employee. The system derives the G/L account from the combination of employee grouping and symbolic account. The account assignment objects are determined.

4. The system creates summarized posting documents from the data determined. These only contain information that is relevant for the Accounting components.

5. The system posts the posting documents directly to the Accounting components involved using the Accounting interface [Extern].
Posting-Relevant Information from Master Data, Time Data and Organizational Management

Certain information from master and time data and from Organizational Management appears in the payroll result. When evaluating the payroll results for posting to Accounting, the system filters out the posting-relevant information from the payroll results.

Organizational Assignment

The Organizational Assignment infotype (0001) includes the assignment of the employee to a personnel area and a company code. This infotype also includes the assignment to a master cost center and to a business area. If you do not specify any other assignments, the system will use this assignment in posting to Accounting.

Cost Distribution from Organizational Management

In Organizational Management, you can specify a percentage cost distribution to several account assignment objects (cost centers orders or projects) for a position. It is possible to evaluate this cost distribution in Payroll, so that costs for the employee that would otherwise be posted to the master cost center are distributed to the required account assignment objects in the next posting. A cost distribution from Organizational Management can also be a result of the percentage assignment of an employee to several positions.

Cost Distribution from HR Master Data

In the Cost Distribution Infotype (0027) [Extern], you can specify a percentage distribution of costs to several account assignment objects (cost centers, orders or projects) for the employee. If you specify the cost distribution for an employee for a partial period of a payroll period in the Cost Distribution infotype (0027), the account assignments from the Organizational Assignment infotype (0001) (master cost center) and Organizational Management are not taken into consideration for this part of the costs.

Employee Remuneration

Information relevant to posting, in a broader sense, is contained in all infotypes that the system directly or indirectly uses to calculate an employee's remuneration in Payroll. The most important infotypes are:

- Basic Pay infotype (0008)
- Recurring Payments and Deductions infotype (0014)
- Additional Payments (0015)
- Absences infotype (2001)
- Attendances (2002)
- Substitutions (2003)
- Availability (2004)
- Overtime (2005)
- EE Remuneration Info (2010)

With the exception of the Basic Pay infotype (0008), you can specify a cost assignment in all the infotypes listed. If you enter the relevant data for cost assignment in one of these infotypes, this cost assignment and not the cost assignment from the infotypes Organizational Assignment
Posting-Relevant Information from Master Data, Time Data and Organizational Management

(0001) and Cost Distribution (0027) or from Organizational Management is taken into consideration when posting to Accounting. However, this only applies when wage types are posted that were entered in these infotypes or created using them.

💡

The list above is not a complete list of infotypes in which you can specify a cost assignment.

See also:

Posting to Substitute Cost Centers [Seite 495]
Posting to Fixed Cost Centers [Seite 539]
Posting to Funds Management [Seite 569]
Posting-Relevant Information in the Payroll Result

The following tables in the payroll result contain information relevant to posting:

- The Results Table (RT) contains the wage types saved in the payroll results, with information on the rate (RTE), number (NUM), and amount (AMT), as well as the assignments to other tables. The assignments to the tables Work Center/Basic Pay (WPBP), Cost Distribution (CO), and Cost Assignment from Various Infotypes (C1) play a central role in the posting of payroll results.

- The Work Center/Basic Pay table (WPBP) contains central partial period information from the following infotypes (as well as derived information):
  - Actions (0000)
  - Organizational Assignment (0001)
  - Planned Working Time (0007)
  - Basic Pay (0008)

- The Cost Distribution (CO) table contains information from cost distribution within Organizational Management or from the Cost Distribution infotype (0027). The entries in the Cost Distribution (CO) table are assigned to entries in the Work Center/Basic Pay (WPBP) table.

- The table Cost Distribution from Various Infotypes (C1) contains the cost assignments from various infotypes. For a list of the most important infotypes in which you can specify a cost assignment, see Posting-Relevant Information from Master Data, Time Data and Organizational Management [Seite 479]. Those entries in the Results Table (RT) that contain wage types that were entered in one of these infotypes with a cost assignment or were created from it, link to the relevant entries in the table Cost Distribution from Various Infotypes (C1). A prerequisite for this is that the link to the table Cost Distribution from Various Infotypes (C1) was not deleted in the payroll calculation rules.

You can consider the payroll results from various points of view. The following functions are available:

<table>
<thead>
<tr>
<th>Perspective</th>
<th>Function</th>
<th>Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Remuneration Statement</td>
<td>Payroll → Payroll → Remuneration statement</td>
</tr>
<tr>
<td>Department</td>
<td>Wage Type Statement</td>
<td>Payroll → Information System → Wage Type → Wage Type Statement</td>
</tr>
<tr>
<td>Department</td>
<td>Payroll Journal</td>
<td>Payroll → Information System → Organizational Unit → Payroll Journal</td>
</tr>
<tr>
<td>Technical</td>
<td>Display cluster Rx</td>
<td>Payroll → Tools → Display Payroll Results</td>
</tr>
</tbody>
</table>

When posting to Accounting, the system evaluates the information in the payroll result tables for each personnel number in the following way:

- It determines the posting characteristics defined in Customizing for every wage type contained in the Results Table (RT).

- If a wage type should be posted to an expenses account in accordance with Customizing, the system checks if the entry for this wage type in the Results Table (RT) links to an entry in the table Cost Distribution from Various Infotypes (C1). If this is the case, the system posts the wage type amount to this cost assignment. If you have, however, specified that cost
Posting-Relevant Information in the Payroll Result

Assignments from the table **Cost Distribution from Various Infotypes (C1)** should be ignored in the posting characteristics for the wage type, the system does not post the wage type amount to the specified cost assignment.

- If the entry for a wage type in the **Results Table** (RT) does not link to an entry in the table **Cost Distribution from Various Infotypes (C1)** or the cost assignment specified is ignored because of the wage type’s posting characteristics, the system checks if the entry in the **Results Table** (RT) refers to a **Partial Period in the Work Center/Basic Pay Table (WPBP)** [Extern]. If this is the case this partial period is selected. If this is not the case, the system selects the last partial period in the table **Work Center/Basic Pay (WPBP)**.

- The system checks if a cost distribution in the **Cost Distribution (CO)** table is specified for the period defined in the table **Work Center/Basic Pay (WPBP)**.
  - If this is the case, the system posts the wage type amount on a percentage basis to this cost assignment. If a cost assignment of less than 100% is specified in the table **Cost Distribution (CO)**, the system posts the remaining amount to the master cost center that is specified for the respective partial period in the table **Work Center/Basic Pay (WPBP)**.
  - If this is not the case, the system posts the total wage type amount to the master cost center that is specified for the respective partial period in the table **Work Center/Basic Pay (WPBP)**.

- If a wage type is posting-relevant according to Customizing but should not be posted to an expenses account, the system checks if the entry for this wage type in the **Results Table** (RT) links to a partial period in the table **Work Center/Basic Pay (WPBP)**. If this is the case this partial period is selected. If this is not the case, the system selects the last partial period in the table **Work Center/Basic Pay (WPBP)**. The system reads the company code, and if necessary, the business area from the defined partial period, and posts the wage type amount using this information as a basis. The business area is not taken into consideration when posting to customer and vendor accounts.

**Evaluating Tables in the Payroll Result for Posting to Accounting**
Posting-Relevant Information in the Payroll Result

Read wage type from RT

Expenses wage type (acc. to Customizing)?
  Yes
  No

Cost assignment in C1?
  Yes
  No or ignored

Post to cost assignment

Link to partial period from WPBP?
  Yes
  No

Select partial period

Select last partial period

Company code and, if necessary, the business area of the WPBP partial period

Post wage type

Cost distribution for WPBP partial period in C0?
  Yes
  No

Post wage type on a percentage basis

Post total amount to master cost center from WPBP period

Is the amount 100 % distributed?
  Yes
  No or ignored

Wage type was completely posted

Post remaining amount to master cost center from WPBP period
Example: Posting-Relevant Information in the Payroll Result

The following basic conditions apply for an employee:

- Your employee is assigned to the Central Development master cost center
- The basic pay is 5,000.00
- From January 01 – January 15, the employee works for the Product Planning cost center for 50% of the time and for the master cost center for 50% of the time.
- From January 16 - January 31, your employee works for the Sales cost center (30%) and for the Quality assurance cost center (70%).
- On January 16, your employee receives a one-off payment of 100.00 from the Training cost center.

This affects the payroll results for the payroll month of January as follows:

### Work Center / Basic Pay Table (WPBP)

<table>
<thead>
<tr>
<th>WPBP Partial Period</th>
<th>From - To</th>
<th>Company Code</th>
<th>Master Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>01.01-15.01.</td>
<td>0001</td>
<td>Central development</td>
</tr>
<tr>
<td>02</td>
<td>16.01-31.01.</td>
<td>0001</td>
<td>Central development</td>
</tr>
</tbody>
</table>

### Results Table (RT)

<table>
<thead>
<tr>
<th>Wage type</th>
<th>WPBP Partial Period</th>
<th>Cost Accounting</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly salary (M020)</td>
<td>01</td>
<td></td>
<td>2,400.00</td>
</tr>
<tr>
<td>Monthly salary (M020)</td>
<td>02</td>
<td></td>
<td>2,600.00</td>
</tr>
<tr>
<td>One-off payment (M110)</td>
<td>02</td>
<td>0001</td>
<td>100.00</td>
</tr>
<tr>
<td>Bank transfer (/559)</td>
<td>02</td>
<td></td>
<td>5,100</td>
</tr>
</tbody>
</table>

### Cost Distribution Table (C0)

<table>
<thead>
<tr>
<th>WPBP Partial Period</th>
<th>SeqNr</th>
<th>Company Code</th>
<th>Cost Center</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>01</td>
<td>0001</td>
<td>Product planning</td>
<td>50</td>
</tr>
<tr>
<td>02</td>
<td>01</td>
<td>0001</td>
<td>Sales and distribution</td>
<td>30</td>
</tr>
<tr>
<td>02</td>
<td>02</td>
<td>0001</td>
<td>Quality assurance</td>
<td>70</td>
</tr>
</tbody>
</table>

### Table of Cost Distribution from Different Infotypes (C1)

<table>
<thead>
<tr>
<th>Cost Accounting</th>
<th>Company codes</th>
<th>Cost center</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>0001</td>
<td>Training</td>
</tr>
</tbody>
</table>

This information in the payroll results tables is evaluated by the Posting to Accounting component as follows:
Example: Posting-Relevant Information in the Payroll Result

**Posting Wage Type Monthly Salary (M020) for WPBP Partial Period 01:**

1. The system reads the *Monthly Salary* wage type (M020) for work center 01 from the *results table* (RT).
2. The system reads the posting characteristics for the wage type in Customizing and identifies that this wage type is to be posted to an expense account.
3. The system checks whether there is an entry for this wage type in the *Cost Distribution from Different Infotypes* table (C1). This is not the case.
4. The system checks whether the entry for this wage type in the *results table* (RT) refers to a partial period in the *Work Center Basic Pay* table (WPBP) and identifies the partial period January 01 – January 15.
5. The system checks whether cost distribution has been specified in the *Cost Distribution* table (C0) for this partial period and identifies a distribution of 50% to the *Product Planning* cost center.
6. The system posts 50% of the wage type amount to this cost center (1,200 to the *Product Planning* cost center).
7. The system checks whether the wage type amount has been distributed at 100%. This is not the case. For this reason, the system posts the remaining amount (50% = 1,200) to the master cost center for the employee (*Central Development*). The wage type amount is then completely posted.

**Posting Wage Type Monthly Salary (M020) for WPBP Partial Period 02:**

1. The system reads the *Monthly Salary* wage type (M020) for work center 02 from the *results table* (RT).
2. The system reads the posting characteristics for the wage type in Customizing and identifies that this wage type is to be posted to an expense account.
3. The system checks whether there is an entry for this wage type in the *Cost Distribution from Different Infotypes* table (C1). This is not the case.
4. The system checks whether the entry for this wage type in the *results table* (RT) refers to a partial period in the *Work Center Basic Pay* table (WPBP) and identifies the partial period January 16 – January 31.
5. The system checks whether cost distribution has been specified in the *Cost Distribution* table (C0) for this partial period and identifies a distribution of 30% to the *Quality Assurance* cost center.
6. The system posts the wage type amount, which is distributed on a percentage basis, to the cost centers (780 to the *Product Planning* cost center and 1,820 to the *Quality Assurance* cost center).
7. The system checks whether the wage type amount has been distributed at 100%. This is the case. The wage type amount is then completely posted.

**Posting the One-Off Payment Wage Type (M110):**

1. The system reads the *One-Off Payment* wage type (M110) from the *results table* (RT).
2. The system reads the posting characteristics for the wage type in Customizing and identifies that this wage type is to be posted to an expense account.
Example: Posting-Relevant Information in the Payroll Result

3. The system checks whether an entry for this wage type exists in the Cost Distribution from Different Infotypes table (C1) and identifies that the wage type amount is to be posted to the Training cost center.

4. The system posts the wage type amount to the cost center.

Posting Bank Transfer Wage Type (/559)

1. The system reads the Bank Transfer wage type (/559) from the results table (RT).

2. The system reads the posting characteristics for the wage type in Customizing and identifies that this wage type is to be posted to a balance sheet account.

3. The system checks whether the entry for this wage type in the results table (RT) refers to a partial period in the Work Center Basic Pay table (WPBP). This is not the case. The system chooses the last partial period in the Work Center/Basic Pay table (WPBP) (16.01 – 31.01).

4. The system reads the company code 0001 from the partial period for the Work Center/Basic Pay table (WPBP) and posts the wage type amount to this company code.

Posting Documents

The system creates the following posting document for the described postings:

Company code 0001

<table>
<thead>
<tr>
<th>G/L account</th>
<th>Cost Center</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>Product planning</td>
<td>1,200.00</td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>Central development</td>
<td>1,200.00</td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>Sales and distribution</td>
<td>780.00</td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>Quality assurance</td>
<td>1,820.00</td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>Training</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Wages and salaries to be paid</td>
<td></td>
<td></td>
<td>5,100.00</td>
</tr>
</tbody>
</table>
Account Determination

Use
You can use Customizing for Posting to Accounting to determine which wage types are posted, and to which Financial Accounting accounts the amount contained in these wage types should be posted. If you perform posting to Accounting, the wage types from the payroll results to be posted are posted to the assigned accounts. This automatic process is called account determination.

With the help of the report Display Assignment of Wage Types to G/L Accounts (RPDKON00) [Extern], you can specify which wage types are posted to which accounts.

Accounts are determined in the following steps:
1. The system determines the assigned symbolic account from the wage type.
2. The assigned Financial Accounting account (G/L account, customer account or vendor account) is determined from the symbolic account.

The two-stage procedure is advantageous since Payroll is separated from the Accounting components by the “Symbolic Account” interface. If there are organizational changes in Accounting, the symbolic account assignment of the wage types remains unaffected. On the other hand, payroll changes do not necessarily cause changes to the account assignment settings in the Accounting components.

Activities
In Customizing for posting to Accounting, you can assign a G/L account to a symbolic account in the following ways:

- You assign a G/L account to a symbolic account.
- You assign various G/L accounts to a symbolic account, irrespective of the employee grouping for account determination, for example, you assign the G/L account Wages to the symbolic account Wages and salaries for industrial workers, and you assign the G/L account Salaries to the symbolic account Wages and salaries for salaried employees.

For account determination to run successfully, you must specify the account assignment type for every symbolic account in Payroll Customizing, under Reporting for Posting Payroll Results to Accounting → Activities in the HR System → Employee Grouping and Symbolic Accounts → Define Symbolic Accounts. This specifies if the posting is a G/L account posting, a customer posting or a vendor posting.

During account determination, the system determines the relevant account in Financial Accounting for every symbolic account using the account assignment type and the value of the employee grouping for account determination.

See also:
Germany: Account Determination for Specific Service Types in Accordance with the KHBV/PBV [Seite 564]
Document Split Account

Definition

An object in Accounting used as a clearing account within posting to Accounting.

Use

When posting to Accounting, various situations require the posting data to be split into several documents.

If it is necessary to split documents but a document split account was not set up in the system, posting to Accounting cannot take place. For this reason, you should set up a document split account and assign the account planned for this purpose, even if it does not appear necessary to split documents when the system is introduced.

You assign a document-split account to the relevant symbolic accounts in Payroll Customizing (under Reporting for Posting Payroll Results to Accounting → Activities in the AC System → Assign Accounts → Assign Technical Accounts).

The system splits the document in the following situations:

- The posting data contains posting records with a different posting date or different posting periods.
- The posting data contains posting records with different company codes.
- The posting data does not only contain G/L account postings but also payable/receivable postings.
- Document split control that is stored in the posting variant used requires you to split the documents.
- The size of the posting data makes it necessary to split the documents.

If the system splits documents in one of these situations, the posting items do not always have a balance of zero. If the balance of the posting items for a document is not equal to zero, an item for the relevant posting to the document split account is added to this document in order to clear the balance of this document.

If you use business areas [Extern] in Financial Accounting, the system makes sure that the balance within a G/L account document is zero for each business area when posting to Accounting. To do so, the system adds postings to the document split account under specification of the business area. Thus, the document split account is only posted to if the document has not been split but the balance of the posting items has not been cleared for each business area.
Posting Retroactive Accounting Data

Use

When posting retroactive accounting data, the posting run for the previous payroll result is reversed (posting with reversed sign) and the new payroll result is posted for the payroll periods accounted retroactively.

The summarization of posting information performed in posting to Accounting has the following effect when posting retroactive accounting data:

- If only the amount changes, the difference is posted.
- If the account assignment objects also change, the amount in the old account assignment objects is cancelled and posted to the new ones.

At the time of posting, Financial Accounting has usually closed the previous posting periods [Seite 494]. For this reason, the retroactive accounting data is posted in the posting period that belongs to the current payroll period (with the exception of posting to special periods [Seite 541]).

If, at the time of posting retroactive data, the previous payroll result for the retroactively accounted period was already posted in Accounting, the system does not evaluate this payroll result a second time using Customizing to reverse the posting. Instead, the system evaluates the posting run that was created for this payroll result. In the process it determines:

- Which wage types were posted
- Which symbolic accounts were used
- With which account assignment type the posting took place
- With which Employee grouping for the account determination this posting took place
- Which entries from the payroll results tables (for example, table WPBP, C0, C1) were evaluated

The system reverses the posting using this information.

See also:

- Example: Posting Retroactive Accounting Data [Seite 490]
- Recalculation Differences [Seite 492]
- Retroactive Accounting [Seite 87]
Example: Posting Retroactive Accounting Runs

In period 1, an employee receives monthly remuneration of 5,000. In period 2, basic remuneration is increased retroactively to 6,000 for period 1 and all subsequent periods.

The following graphic shows only the basic wage types that are relevant in posting:

- Since wage type /560 (Net Pay) is not posted, the posting-relevant wage type /559 (Bank Transfer) is taken into account for the payment.
- No other payments or deductions are taken into consideration. The payment amount (wage type /559 Bank Transfer) therefore represents the monthly remuneration for the employee (wage type M020).

In February 2000, employee receives retroactive salary increase of 1,000 from January 01, 2000

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>M020</td>
<td>M020</td>
<td>M020</td>
</tr>
<tr>
<td>/559</td>
<td>/559</td>
<td>/559</td>
</tr>
<tr>
<td>5,000</td>
<td>6,000</td>
<td>6,000</td>
</tr>
<tr>
<td>5,000</td>
<td>5,000</td>
<td>1,000</td>
</tr>
<tr>
<td></td>
<td>/551</td>
<td>/552</td>
</tr>
<tr>
<td></td>
<td>-1,000</td>
<td>1,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sal. Jan. old</td>
</tr>
<tr>
<td>Sal. Jan. new</td>
</tr>
<tr>
<td>Sal. Feb. new</td>
</tr>
<tr>
<td>Sal.</td>
</tr>
<tr>
<td>Pymt Jan. old</td>
</tr>
<tr>
<td>Pymt Jan. new</td>
</tr>
<tr>
<td>Pymt Feb. new</td>
</tr>
<tr>
<td>Pymt</td>
</tr>
<tr>
<td>Recalc. Jan. new</td>
</tr>
<tr>
<td>Recalc. Feb. new</td>
</tr>
<tr>
<td>Recalc. diff.</td>
</tr>
</tbody>
</table>

Part I: Consideration of Payroll Results

In period 01, the monthly salary for the employee is 5,000 (wage type M020). This amount is paid out to the employee (wage type /559 Bank Transfer).

As a result of the retroactive accounting run, a new payroll result is created in period 02 for period 01. In this result, the basic remuneration is increased to the new agreed amount of 6,000 (M020). The payment amount in period 01 remains unchanged (wage type /559 Bank Transfer). The difference of 1,000 is recorded in the separate wage type /551 Recalculation Difference.

In period 2, the employee receives 7,000 (wage type /559 Bank Transfer). This is due to the retroactive remuneration increase. This amount consists of the monthly salary for period 2 (wage type M020 = 6,000) and the retroactive salary increase for period 1 (wage type /552 Subs.clearing/prev.month = 1,000).

💡 If the tax is calculated according to the principle of origin, wage types /551 Recalculation Difference and /552 Subs.clearing/prev.month are formed when retroactive differences are created. However, if the tax is calculated according to the inflow principle, other wage types may be relevant to posting with regard to retroactive differences either instead of or in addition to these wage types.
Part II: Consideration of Postings

When this retroactive run is posted, the posting for payroll result period 01 in period 01 is reversed. In this way, the posting of wage type M020 creates a balance of 7,000, which is posted to the debit side of the remuneration account as an expense. The posting of the payment amount (wage type /559) creates a balance of 7,000, which is posted to the credit side of the Payments account as a payable. In the posting, the amounts for wage types /551 and /552 create a balance of zero. Therefore, no posting is created from these recalculation differences.

Part III: Consideration of Accounts

7,000 are posted to the debit side of the Remuneration account. 7,000 are posted to the credit side of the Payments account. There is no posting to the recalculation difference account. A retroactive run can, for example, trigger a posting to the recalculation difference account if several company codes are affected by the retroactive run.

See also:

Recalculation Differences [Seite 492]

Cross-Company Code Transactions [Seite 543]
Recalculation Differences

**Use**

**Creation of Recalculation Differences in Payroll**

In retroactive runs, the amounts of the *Payment Amount* wage type /560 are not changed. The system calculates a new payment amount for the previous period; however, it does not save this amount. Instead, it creates the amount for the *Recalculation Difference* wage type (/551) from the difference between this amount and the original payment amount.

The system saves this amount in the *results table* (RT) from the new payroll results for the period recalculated and transfers it to wage type /552 *Subs.clearing/prev.month* for the current period. The system stores the amount for wage type /552 (*Subs.clearing/prev.month*) in the *results table* (RT) from the original results for the current period.

Wage types /551 (*Recalculation Difference*) and /552 (*Subs.clearing/prev.month*) have opposite positive (+)/negative (-) signs:

<table>
<thead>
<tr>
<th>Change</th>
<th>Sign /551 Recalculation Difference</th>
<th>Sign for /552 Subs.clearing/prev.month</th>
</tr>
</thead>
<tbody>
<tr>
<td>A remuneration element for an employee is increased retroactively</td>
<td>Negative</td>
<td>Positive</td>
</tr>
<tr>
<td>A remuneration element for an employee is reduced retroactively</td>
<td>Positive</td>
<td>Negative</td>
</tr>
</tbody>
</table>

**Posting Recalculation Differences**

When the system posts the payroll results to Accounting, it checks that the balance of the single items to be posted is zero for each employee and payroll result. For this reason, you must code the wage types /551 (*Recalculation Difference*) and /552 (*Subs.clearing/prev.month*) as relevant to posting in Customizing. If you fail to do so, the balance per payroll result will not be zero if recalculation differences occur, as you cannot change the amount for wage type /559 *Bank Transfer* retroactively.

**Tip**

Wage type /560 *Payment Amount* is not taken into account by the evaluation for posting to Accounting. Only wage type /559 (*Bank Transfer*) is relevant for posting.

Due to the opposite positive/negative signs, the total of wage types /551 (*Recalculation Difference*) and /552 (*Subs.clearing/prev.month*) is zero for the employee. For this reason, these wage types do not usually create a posting, even though they are coded as relevant for posting. However, this does not apply if company code clearing is not used, and a retroactive run including the period before the employee changed company code is carried out after a change in company code. For more information and an example of posting, see Retroactive Accounting for Summary Clearing [Seite 547]. Other exceptions are retroactive runs over the end of the fiscal year and posting to special periods.

We recommend that you set up a different clearing account in Accounting for posting recalculation differences. This clearing account should not be used for any other postings.
If the tax is calculated according to the principle of origin, wage types /551 Recalculation Difference and /552 Subs.clearing/prev.month are formed when retroactive differences are created. However, if tax is calculated according to the inflow principle, other wage types may be relevant to postings concerning retroactive differences (either instead of or in addition to these wage types).

**See also:**
- Posting Retroactive Accounting Data [Seite 489]
- Example: Posting Retroactive Accounting Runs [Seite 490]

**Prerequisites**

You must set up the system correctly in Payroll Customizing, under Reporting for Posting Payroll Results to Accounting, to ensure that recalculation differences are posted correctly to Accounting.

- You must define a symbolic account for recalculation differences (under Activities in the HR System → Employee Grouping and Symbolic Accounts → Define Symbolic Accounts)
- You must assign the symbolic account for recalculation differences to the corresponding wage types (under Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types)
- You must assign a balance sheet account from Accounting to the symbolic account (under Activities in AC System → Assigning Accounts → Assign Balance Sheet Accounts)
Posting Period and Posting Date

The system usually determines the posting date from the current payroll period. As a result, retroactive accounting runs are also posted with the posting date that originates from the current payroll period. Posting to Special Periods [Seite 541] is an exception to this rule.

The Accounting components determine the posting period that is posted to, from the posting date.

Use

You have the following options for specifying the posting date:

- Using the relevant settings in the table of date specifications for a specific period in Payroll Customizing, under Reporting for Posting Payroll Results to Accounting → Activities in the HR System → Maintain the Posting Date for Payroll Periods
- By manual entry in the step Create posting run in the Specifications for posting date group box
- By setting the Acc.to payment indicator in the step Create posting run in the Posting date specification group box. However, use of the payment date, as a posting date is only useful in countries in which the payment date is given a relevant meaning (for example, USA, Canada, Japan).

In some countries, payroll periods and posting periods can have different lengths. If the start and finish of a payroll period are in different posting periods for a weekly payroll run, it is necessary to distribute the expense from this payroll period (proportionally) to two posting periods. In some countries, this is possible with the help of the Month-End Accruals [Extern] function.
Posting to Substitute Cost Centers

Use

Particularly for objects such as orders or projects to which can only be posted for a limited period of time, or after a change in the cost center structure, it may not be possible to post to certain account assignment objects in cost accounting.

In this case, the system posts to the master cost center instead, which is set in the infotype Organizational Assignment (0001). This master cost center is determined from the last partial period from the table Work Center/Basic Pay (WPBP) for the current payroll result.

If this master cost center is in a different company code, or cannot be posted to, the system posts to a substitute cost center.

The system logs the substitution of account assignment objects in the document. You must check these substitutions and perform manual postings after executing posting to Accounting if the expense should not remain in the account assignment objects determined on a substitution basis.

Prerequisites

You must have set up the substitute cost center in cost accounting, and assigned it in Payroll Customizing (under Reporting for Posting Payroll Results to Accounting → Activities in AC system → Assign Substitute Cost Centers).
Substitution Logic for Closed CO Account Assignment Objects

Purpose

The substitution logic for closed CO account assignment objects assumes that you manually repost posting items, which the system posts to the substitute cost centers, to other account assignment objects. This will be explained in the following example.

An employee gets a salary of 5,000 and changes his/her master cost center on the 1st January 2000 (from the cost center *Special Development* to the cost center *Training*). The cost center *Special Development* is closed as of 31st December 1999. By mistake, you do not enter the employee’s change of cost center in the master data before completing payroll for period 01 in 2000. For this reason, the Workplace/Basic Pay (WPBP) table in the payroll results 01 in 01 contains the Special Development cost center.

Process Flow

Posting for Payroll Period 01

1. As it is not possible to post to the *Special Development* cost center, the system posts the expense of 5,000 (for the employee’s salary) to the substitute cost center [Seite 495] that you have specified in Customizing.
2. The system documents the substitution of the account assignment object in the posting document to remind you that you must manually repost the expense of 5,000 from the substitute cost center to the employee’s new master cost center (*Training*).
3. You perform the reposting.

Retrospective Change in Master Data and Retroactive Accounting

1. Following the payroll run for period 01/2000, you enter the change in cost center in the employee’s master data.
2. This change in master data leads to a retroactive accounting run in period 02/2000. The Workplace/Basic Pay (WPBP) table in the payroll results 01 in 02 contains the correct *Training* cost center.

Posting for Payroll Period 02

The system compares the payroll results 01 in 01 and 01 in 02 and (because of the change in cost center) tries to cancel the amount of 5,000 on the cost center for the result 01 in 01 (*Special Development*) and post it to the cost center for the result 01 in 02 (*Training*). However, as the cost center *Special Development* is closed, the system uses the current master cost center (*Training*), which it determines from the last partial period in the table Workplace/Basic Pay (WPBP) for the current payroll result (02 in 02).

1. The system thus cancels the amount of 5,000 on the *Training* cost center.
2. The system also posts the amount of 5,000 to the *Training* cost center.
3. When checking the posting documents [Seite 505] you realize that these two postings cancel each other out and that the amount of 5,000, which you manually posted to the Training cost center remains in this cost center.

**Result**

If you would not repost manually after posting the payroll results 01/2000, the system would still perform the same postings to the Training cost center when posting the payroll results 02/2000. In this case, the expense of 5,000 would remain on the substitute cost center and the expense of 5,000 for the salary that the employee received in the payroll period 01/2000 would be missing on the Training cost center.

The following table shows an overview of which posting you must perform in this example and which postings are made by the system. To keep the explanation simple, posting the salary for period 02/2000 is not taken into consideration.

<table>
<thead>
<tr>
<th>Posting for Payroll Period</th>
<th>Cost Center</th>
<th>Cost Center</th>
<th>Substitute cost centers</th>
<th>Posting performed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Special Development</td>
<td>Training</td>
<td>+ 5,000</td>
<td>the system</td>
</tr>
<tr>
<td>01</td>
<td>+ 5,000</td>
<td>- 5,000</td>
<td></td>
<td>the user</td>
</tr>
<tr>
<td>02</td>
<td>- 5,000</td>
<td></td>
<td></td>
<td>the system</td>
</tr>
<tr>
<td>02</td>
<td>+ 5,000</td>
<td></td>
<td></td>
<td>the system</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>+ 5,000</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Steps

You can use the *Steps* unit:

- To inform yourself, at a glance, which steps you must carry out to perform the posting ([Seite 499](#)).
- To call detailed descriptions of these steps.
- To gain information on steps within posting, which you only need to perform in certain situations (for example, deleting a posting run, reversing posting documents).
Performing the Posting

Purpose

Posting to Accounting includes the evaluation of the payroll results, the creation of summarized documents and posting them in the Accounting components.

The documents created in posting to Accounting contain summarized information. However, provided you have authorization, you can trace back which information (from the payroll results) the posting documents are based on for a specific personnel number.

If documents have been posted with an incorrect posting date, you can also reverse [Seite 519] a posting run.

You can also archive the data created in posting to Accounting. For more information, see Archiving Posting Documents (PY-XX-DT) [Extern] and Archiving Index Files (PY-XX-DT) [Extern].

Prerequisites

You have successfully run payroll.

Process Flow

When posting to Accounting, you carry out the following activities:

1. Simulating a Posting Run
2. Creating a Posting Run
3. Checking a Posting Run
4. Checking the Posting Documents
5. Releasing Posting Documents
6. Posting Posting Documents
7. Checking Accounting Documents
8. Checking the Completeness of the Postings
9. Subsequent Activities in Financial Accounting

Result

You have posted the personnel expenses and payables to the accounts and account assignment objects in the Accounting components.
Simulating a Posting Run

Use

We recommend that you simulate a posting run both before and after completing payroll. In this way, you can recognize posting-relevant errors in the payroll results early on, and avoid errors when creating a live posting run.

You can repeat simulation of posting runs as often as you require, as this does not, unlike creating a live posting run, lead to the payroll results being selected.

You have two options for simulating a posting run:

- Creating a test run without posting documents (limited check). The system performs the following activities:
  - It selects the payroll results.
  - It determines the posting-relevant information and the wage types to be posted.
  - It determines the symbolic accounts and the employee grouping for account determination.
    In this way, the system creates individual items, which, unlike the posting documents for a simulation run, are not saved. The system finally checks if the balance of these individual items is equal to zero for each payroll result.

- Creating a simulation run with posting documents (complete posting). The system performs the following activities:
  - It creates a posting run and marks it as being a simulation run. For this reason, the system does not post the posting documents for this posting run.
  - The posting documents are put through the same checks as the posting documents from a live posting run.

Simulating A Posting Run before Finishing Payroll

Before completing payroll, you should create a simulation run to recognize posting-relevant errors in the payroll result early on. If you do not want to create a simulation run at this stage, you should at least create a test run.

Simulating A Posting Run after Finishing Payroll

After finishing payroll, you should create a simulation run in order to check the posting documents (this may have to be approved by Accounting). Remove any possible causes of errors and repeat creation of the simulation run, until technically correct posting documents with the right contents are created. You should only create a live posting run at this point in time.

Procedure

You proceed as described in creating a posting run [Seite 502]. When doing so, bear the following special feature in mind:

- If you want to create a test run, enter the value T in the field Document creation type (in the Run attribute group box).
If you want to create a simulation run, enter the value \textit{S} in the field \textit{Document creation type} (in the \textit{Run attribute} group box).

If you want to have a complete log of a number of personnel numbers (selected for test purposes) that is easy to keep track of, set the \textit{Display log} indicator in the \textit{Run attribute} group box. We advise you against creating a complete log for a larger number of personnel numbers. Even if you do not set the \textit{Display log} indicator, the system produces a log if there are errors for the personnel numbers affected.

**Result if Successful**

In the case of \textbf{test runs}, the system displays a detailed log if you have set the \textit{Display log} indicator in the step \textit{Create posting run}. If you have not set the \textit{Display log} indicator, the system displays statistics for the evaluated personnel numbers.

In the case of \textbf{simulation runs}, the system creates a posting run and marks it as a simulation run. This prevents the accompanying posting documents being posted. The simulation run gets the status \textit{Documents created} and is saved. The accompanying posting documents get the status \textit{created}. An index is created for all processed payroll results. This ensures that the origin of a document item can be retraced, provided that the original payroll result has not been replaced as the result of a correction run. For more information, see \textit{Displaying Revision information} [Seite 518].

**Result if Unsuccessful**

In the case of \textbf{test runs}, the system displays a log containing the relevant error messages.

In the case of \textbf{simulation runs}, various errors can occur:

- If an error occurs when selecting or processing the payroll results for individual employees, the system rejects the incorrect personnel numbers and does not include them in the document. The log contains a relevant error message.

- If an error occurs when creating the document, a relevant error message appears in the document display after the document has been created. The posting run gets the status \textit{Documents Incorrect}. The accompanying posting documents get the status \textit{incorrect}.

- Certain situations in which an error occurs (for example, rejection of all personnel numbers) can lead to no documents being created. In this case, the log contains the comment \textit{No documents created}. The posting run gets \textit{deleted} status.

Delete the simulation runs you no longer require to avoid creating unnecessarily large amounts of data. For more information, see \textit{deleting the posting run} [Seite 514].
Creating a Posting Run

Use

After completing Payroll, you must create a live posting run to post the personnel expenses and payables to the accounts and account assignment objects in the Accounting components.

Before creating a live posting run you should have created a simulation run [Seite 500] with technically correct posting documents containing the correct information.

Prerequisites

You must have successfully run payroll for the personnel numbers, for which the payroll results should be evaluated for posting.

Payroll must have been completed for all payroll areas affected by posting.

A simulation run, with technically correct posting documents containing the correct information should have been created.

Procedure

1. Choose Human Resources → Payroll → Subsequent activities → Per payroll period → Posting to Accounting → Execute run.

2. To select the payroll period, you enter the payroll area and choose.

   The current payroll period is displayed.

   If you want to evaluate a different payroll period to the current period, choose Other period and enter the period you require.

3. Make the necessary entries in the Selection group. Entering the payroll area usually makes the selection.

4. Enter the value P in the field Type of document creation.

5. You can enter a Text for the posting run. You can choose this text yourself. It helps identify the posting run in the overview of posting runs.

6. In the Document creation data group, specify the posting variant you require or copy the standard entry.

7. Only make settings for the options described in the following table in special cases.

8. To create the posting run, choose.

  Controlling the Evaluation Report in Special Cases

<table>
<thead>
<tr>
<th>Option</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-Cycle Payroll</td>
<td>If you want to evaluate the results of an Off-Cycle Payroll Run [Seite 174], enter the necessary data. Off-Cycle payroll runs only take place in certain countries.</td>
</tr>
</tbody>
</table>
Display log

If you set this indicator, after creating the posting run the system displays a log that contains detailed information, for example, the wage types evaluated for posting, for every personnel number for which payroll was performed. Only set this indicator if you want to process an easily comprehensible range of personnel numbers. The creation of a log for large numbers of personnel numbers requires a lot of memory space and is not recommended. If you do not set the Display log indicator, errors that occurred when creating the posting run are still displayed in a log for specific personnel numbers.

Cost planning

If you want to provide the results of the evaluation report as data for personnel cost planning [Seite 583], choose Cost Planning and make the necessary entries.

Default value for posting date group box

Here, you can specify the posting date [Seite 494] or make further entries for posting for special periods [Seite 541]. You should flag the Acc. to period definition indicator for regular posting runs.

Document date

You can enter a Document date in the Document creation data group box. If you do not enter a document date, the system uses the date on which the posting documents were created, therefore the current system date.

Result if Successful

If you have set the Display log indicator, the system displays a detailed log. If you have not set the Display log indicator, the system displays statistics for the evaluated personnel numbers.

The posting run created gets the status Documents created and is saved. It has a clear number. The accompanying posting documents get the status created.

An index of all processed payroll results is created. This makes it possible to trace creation of a document item although the documents have been summarized.

The system selects the processed payroll results to ensure that they are only posted once.

Result if Unsuccessful

The following errors can occur when creating a posting run:

- If an error occurs when selecting or processing the payroll results for individual employees, the system rejects the incorrect personnel numbers and does not include them in the document. The log contains a relevant error message.

- If an error occurs when creating the document, a relevant error message appears in the document display after the document has been created. The posting run gets the status Documents incorrect. The accompanying posting documents get the status incorrect.

- Certain situations in which an error occurs (for example, rejection of all personnel numbers) can lead to no documents being created. In this case, the log contains the comment No documents created. The posting run gets deleted status.

For more information on the treatment of errors in posting, see unselected or incorrect personnel numbers [Seite 586].
Checking a Posting Run

Use
After you have created the posting run, make sure that no errors occurred.

Prerequisites
You have performed the step creating a posting run [Seite 502].

Procedure
Go to the document overview [Seite 511] and check the status of the relevant posting run.

<table>
<thead>
<tr>
<th>Posting run status</th>
<th>Meaning (for live posting runs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents created</td>
<td>You have successfully created a posting run and can continue processing the posting run.</td>
</tr>
<tr>
<td>Incorrect documents</td>
<td>You must remove the error, delete the posting run and create a new posting run.</td>
</tr>
<tr>
<td>Deleted</td>
<td>When creating the posting run, the system rejected all the personnel numbers and did not create any documents. You must remove the error and create a new posting run.</td>
</tr>
<tr>
<td>Selection is running</td>
<td>Creation of the posting run is still running. It is also possible that the system interrupted creation of the posting run after the payroll results for individual personnel numbers were selected. In this case, you must delete the posting run and create a new posting run.</td>
</tr>
<tr>
<td>Document creation is triggered</td>
<td></td>
</tr>
<tr>
<td>Document creation is running</td>
<td></td>
</tr>
</tbody>
</table>

For notes on causes of errors, see the display of the posting documents for a posting run. The display of the history, attributes and details of a posting run can provide further indications of causes of errors. To view this, select the posting run in the overview of posting runs, then choose Go to and the relevant menu option.

See also:
Checking the Completeness of the Postings [Seite 509]
Checking the Posting Documents

Use
If you have performed the step Check posting run, you should check the posting documents for the posting run in question.

Prerequisites
You have created a posting run.

Procedure
1. In the document display [Seite 517], you check the line items in the posting documents created.
2. If necessary, check the revision information [Seite 518] for the individual line items.

If a posting run contains one or more incorrect posting documents, the system cannot post the correct posting documents, as it is only possible to post all the posting documents belonging to a posting run at the same time.

Therefore, if you discover errors when checking the posting documents, you must delete the posting run in question and create and check a new posting run, after removing the cause of the problem.

If the posting documents are correct, you can release them.
Releasing Posting Documents

Use

If, when checking a live posting run and the accompanying posting documents, you establish that all posting documents are technically correct and contain the right contents, you can post the posting documents. To do so, you must first of all release all posting documents for the posting run.

Procedure

1. Display the posting documents for a posting run in the document overview.
2. Select the posting documents that you want to release.
3. Choose .
   A dialog box appears in which you must confirm the release of the posting documents.
4. Choose Yes to release the posting documents or No to terminate the process.

Result

The released posting documents have the status Released. If you have released all posting documents for a posting run, the posting run has the status All documents released.

You should not reset the release status. If you find errors in a posting run after releasing the posting documents, you must delete it and create a new posting run.

Additional Information

You can grant authorization for the release of posting documents for every company code for another person.

However, another authorization is necessary for posting the documents. This authorization is not assigned for each company code, as it is only possible to post all posting documents for a posting run (which may belong to different company codes) at the same time. Posting posting documents should therefore be seen as a technical step, as the person responsible for the individual company codes has already given their approval for posting the posting documents by releasing them.

You can set up a workflow for the release of posting documents. The PayrollAccDocument.Release method from the business object BUS7009 is used in this workflow. In Customizing, choose Basis → Business Management → SAP Business Workflow → Perform Task-Specific Customizing, and from there, choose the following path from the component hierarchy under Payroll → Payroll: General Parts → Transfer, to make settings for the task Release posting document.

The standard task PY_EVDOCREL is provided as a model. When this event is triggered, the task sends a work item containing the above method.

For general information on workflows, see the SAP Business Workflow (BC-BMT-WFM) [Extern].
Posting Posting Documents

Use

After you have released all the posting documents for a posting run, and the posting run thus has the status *All documents released*, you can post the posting documents.

You must post all the posting documents belonging to a posting run together in the *Accounting* components. Individual posting documents cannot be posted.

Prerequisites

The posting run has the status *All documents released*.

Procedure

1. Go to the overview of posting runs.
2. Select the required posting runs.
3. Choose

   A dialog box is displayed, in which you must confirm that you want to post the posting documents for the selected posting runs.

4. Choose *Immediately* or *Create job*, to start the reversal or ✗ *Cancel*, to cancel the reversal.

Result if Successful

If you use *Human Resources* and *Accounting* in the same system, the posting documents were posted in the components affected in *Accounting*. The posting run has the status *Documents posted*.

If you use *Human Resources* and *Accounting* in separate systems, posting does not take place simultaneously in the Accounting components. The system creates Idocs for the posting documents for a posting run. The posting run gets the status *Documents transferred*. The Idocs are sent to the logical system, in which the posting documents should be posted, using the ALE interface. When processing the Idoc in the target system, the posting documents are posted in the Accounting components affected.

If agreed with Accounting, you can reverse posting documents [Seite 519] that have been posted, if this is necessary because of an error in the contents.

Result if Unsuccessful

The posting run has the status *Document transfer has failed*. Posting to Accounting did not take place.

Depending on the error that occurred, it may be a good idea to start posting this posting run once again. If the error still occurs and it is not possible to post the posting run, you must delete the posting run and create a new one.
Checking Accounting Documents

Use

The Accounting components create their own posting documents based on the summarized posting documents. You should check these documents after you have posted the posting documents for a posting run.

Prerequisites

- The relevant posting run has the status *Documents posted* when Payroll and Accounting are in one system.
- The relevant posting run has the status *Documents posted* when Payroll and Accounting are in distributed (separate) systems.

Procedure

1. Go to the document overview.
2. Select the posting document you require.
3. Choose *Goto → Accounting documents*.
   
   A dialog box appears with a list of the accounting documents created.
4. Selected the accounting document you require.

Result

You see the document that the specified Accounting component has created.

For more information, see *Accounting Documents Were Not Created [Seite 587]*
Checking the Completeness of the Postings

Use

When checking a posting run or after you have posted the posting documents for one or several posting runs, you can use the completeness check to make sure that all employees that were included in the payroll run were taken into consideration when reporting for posting to Accounting.

During the completeness check, the system checks if all the existing payroll results were evaluated for posting to Accounting and therefore selected.

⚠️ During this check, the system possibly processes very large amounts of data. It can therefore be time-consuming and put pressure on the system.

Procedure

1. In Payroll, choose Subsequent Activities → Per Payroll Period → Posting to Accounting → Completeness Check.

2. Enter a date, from which the completeness of the posting should be checked and choose 🔍. During the check, all the payroll results are checked that were created after the date specified.

💡 Bear in mind that this check can only be made for payroll results that have been included in a payroll run and posted with an R/3 system of 4.0A or above.

Result

The system displays a list of the following information:

- Existing payroll rules that were not evaluated for posting to Accounting.
- Live posting runs that do not have any of the following statuses:
  - Transferred
  - Posted
  - Deleted
  - Reversed
  - Archived
  - Partially archived
Subsequent Activities in Financial Accounting

Use

After performing posting to Accounting, you should perform certain reconciliation tasks and checks in Accounting.

Prerequisites

You have performed posting to Accounting and successfully posted the posting documents in the relevant Accounting components.

Procedure

For example, in Financial Accounting, the following steps are amongst the checks to be made:

- Comparison of transferred and posted payables.
- Checking of the retention amount for advances.
- Checking of the retention amount for claims.
- Clearing the cross-company-code activities:
Displaying an Overview of the Posting Runs

Use
In the overview of posting runs you can display a list of all available posting runs.
After you have created a posting run, the posting run overview is the starting point for all other actions that you perform with reference to the posting run:

- Checking a posting run
- Posting posting documents
- Reversing posting documents
- Deleting a posting run
- Changing or creating text for a posting run
- Manually setting the status of a posting run to posted

The SAP list viewer [Extern] is used to display the posting runs. It offers a wide range of functions (for example, layouts, sort functions), which you can use to modify the display to meet your requirements.

Procedure
Choose Payroll → Payroll → Subs.Activities → Per Payroll Period → Evaluation → Posting to Accounting → Edit Run.

To go from the log display to the posting run overview after creating a posting run, choose Posting run overview.

Result
You access the posting run overview. In the standard system, the display is limited to posting runs that have not been posted yet using a filter. If you want to see the posting runs that have already been posted, you must delete the filter [Extern].
Changing or Creating a Text for a Posting Run

Use

To identify the posting runs it is useful, particularly when creating posting runs in background processing, to enter a descriptive text for the individual posting runs. In the standard system, this text is displayed in the posting run overview in the column Run text.

Procedure

Creating a Text before Creating the Posting Run

Enter the desired text in the Posting run text field in the Run attributes group box in the selection screen of the program Create posting run before executing the program.

Creating or Changing a Text after Creating the Posting Run

1. Go to the overview of posting runs.
2. Select the posting run whose text you want to change.
3. Choose Edit → Change name
4. Enter the desired name or make changes and choose ✓.
Displaying the Attributes of a Posting Run

Use

You can use the attributes of a posting run to, amongst other things, access the information that is displayed as statistics after creating the posting run, in other words, the number of selected, evaluated, rejected and missed out personnel numbers.

For more information on posting run attributes, see the Posting Run Documentation [Seite 462].

Procedure

1. Go to the overview of posting runs.
2. Select the required posting run.
3. Choose Goto → Run attribute.
Deleting a Posting Run

Use
If, before posting a live posting run, you realize that it contains errors (either technical, or in the contents), you must create this posting run a second time. As the system has selected the payroll results that were evaluated in this posting run, you must delete the posting run to remove selection of the payroll results. It is only then possible for the system to evaluate the relevant payroll results a second time for posting to Accounting.

If you no longer require simulation runs for test purposes, it is a good idea to delete them.

Prerequisites
If you want to delete a posting run, it should not have any of the following statuses:
- Documents transferred
- Documents posted
- Reversal documents transferred
- Reversal documents posted
- Reversal document creation is running
- Reversal documents created
- Reversal is running
- Reversal was unsuccessful
- Reversal documents are incorrect
- Partially archived
- Archived

Procedure
1. Go to the overview of posting runs.
2. Select the posting runs you want to delete.
3. Choose .
   A dialog box appears in which you must confirm the deletion procedure.
4. Choose Immediately or Create job, to start the reversal or Cancel, to cancel.

Result
The result of the deletion procedure depends if you delete a live posting run or a simulation run.
- If you delete a live posting run, the posting documents and index remain. The status of the posting run is set to Deleted. Selection of the payroll results is cancelled. This makes it possible for the system to evaluate these payroll results a second time for the creation of a live posting run.
Deleting a Posting Run

- If you delete a simulation run, the index and document lines are deleted. The status of the simulation run is set to *Deleted*. Only the document header remains.

You can delete the data from deleted live runs or simulation runs that is still on the database after this step, in a subsequent run within Archiving [Extern].
Displaying the Document Overview

Use
In the document overview, you can display which posting documents belong to one or more posting runs.

Procedure
Go to the overview of posting runs.

- To see the posting documents for a posting run, double-click on the posting run required in the document overview.
- To see the posting documents for several posting runs, select the posting runs and choose 📐.
Displaying Posting Documents

Use

In the document display, you can display the document line items for one or more posting documents.

Procedure

Go to the document overview.

- To display the document line items for a posting run, double-click on the posting run required in the document display.

- To display the posting documents for several posting runs, select the posting runs and choose 


Displaying Revision Information

Displaying Revision Information

An important part of posting to Accounting is the ability to retrace individual line items. This is particularly important if a revision is required. In this case the following occurs:

- Postings are carried out in a summarized form, meaning that the Accounting components are only provided with the information that they require.
- This prevents unauthorized persons from accessing personal data.
- You can still retrace postings at any time, as the system creates an index of the processed payroll results when summarizing the posting data within posting to Accounting. Special authorization allows you to retrace the document line items back to the payroll results for the employee.

The Vacation bonus cost type was posted to a cost center in a payroll period where payment of the vacation bonus was not expected. You want to find out which employee and wage type formed the basis for this posting.

Procedure

Go to the document display [Seite 517] for the document that you want to check.

- To see the revision information for a document line item, double-click on the document line item you require in the revision information display.

- To display the revision information for several document line items, select the document line item and choose .

Check the information displayed for wage types, personnel numbers, payroll periods, accounts, account assignment objects, and so on.

For an overview of the wage types contained in the employee’s payroll result, double-click on a line in the revision information.

To hide all the wage types that are not posted in this overview, choose Only posted wage types.

To return to the full display of wage types, choose all wage types.
Reversal of Posting Documents

Use

If you have successfully posted posting documents and realize that the posted data is incorrect, you can reverse all documents for the posting run in question. You cannot reverse individual posting documents for a posting run. The system uses the same posting run to administer posting documents and reversal documents.

Reversal of Posting Documents

The graphic shows the relationship between posting documents from Human Resources (HR) and the documents from Accounting after a reversal.

The Accounting components use the posting documents as original documents. The Accounting components have created their own documents based on these original documents.

To reverse these accounting documents you must first of all create reversal documents in Human Resources that then serve as original documents for the reversal documents from Accounting.

After a reversal, there is a relevant reversal document for each posting document and each accounting document. The reversal documents contain all the document line items from the documents to be reversed with a reversed sign.

The reversal documents from Human Resources contain a link to the accompanying posting documents. However, the reversal documents from Accounting do not contain a link to the accompanying accounting documents.
Reversal of Posting Documents

**Activities**

Reversing posting documents [Seite 521]

Resetting the reversal after termination [Seite 589]
Reversing Posting Documents

Use

If you have successfully posted posting documents and realize that the posted data is incorrect, you can reverse all documents for the posting run in question.

See also:
Reversal of posting documents [Seite 519]

Prerequisites

- You have successfully posted the posting documents for a posting run. The posting run has one of the following statuses:
  - Documents transferred
  - Documents posted
- It is initially not possible to reverse posting documents if payroll results were processed for which retroactive accounting runs took place and the results of these runs have already been processed in a live posting run. In this case, you must firstly reverse or delete the posting documents from the posting runs with retroactive accounting, and finally reverse the posting documents from the incorrect posting run.
- Accounting has approved the reversal.
- The system should not have used any line items from the documents created in Accounting for clearing.
- It must be possible to post the reversal documents (for example, the relevant CO account assignments should not yet be closed).

Procedure

1. Go to the overview of posting runs. If the posting run, whose posting documents you want to reverse, is not displayed, choose Edit → Filter → Delete filter.
2. Select the required posting run.
3. Choose Edit → Reverse → Reverse documents.
4. A dialog box appears, in which you must enter information on the reversal date:
   - Choose Yes, to copy the respective posting date of the original documents as the reversal date. A posting run can contain posting documents with different posting dates.
   - Choose No, to enter a different reversal date. If you enter a different posting date, it must be after the posting date for the original documents.
   ![Tip]
   You can determine the posting date of the posting documents in the document overview.
5. To start the reversal, choose Immediately or Create job, or choose 🛑 Cancel to cancel the reversal.
Reversing Posting Documents

The system prints a log that informs you on the success of the reversal.

**Result if Successful**

- **Reversal documents** are created containing all document line items for the original documents with reversed plus/minus (+/-) signs.
- The reversal documents were transferred to Accounting and posted there. This cancels the original, incorrect posting.
- The selection of accompanying payroll results was reset.
- Links to the reversed posting documents were inserted in the reversal documents. You can see this by showing the *Reversal documents* column in the document overview.

You must create a new posting run in order to repost the payroll results, which were processed in the posting run whose posting documents you have reversed, in their corrected state.

**Result if Unsuccessful**

For information on the steps that you must perform if the reversal process is terminated due to an error, see *Resetting the Reversal after Termination* [Seite 589].
Displaying the Status History

Use
The system automatically creates a status history for posting runs and posting documents to log the actions performed with the date, time and person responsible. You can display this status history.

Procedure

Displaying the Status History for a Posting Run
1. Go to the overview of posting runs.
2. Select the required posting run.
3. Choose Goto → Run history.

Displaying the Status History for a Posting Document
1. Go to the document overview.
2. Select the posting document you require.
Displaying Detailed Information

Use
You can access detailed information on posting runs, posting documents and document items. Whereas fields can be hidden in the list display, in the detailed information the system displays the contents of all the fields containing data.

Procedure

Displaying Detailed Information for a Posting Run
1. Go to the overview of posting runs.
2. Select the posting run you require.
3. Choose Goto → Display details.

Displaying Detailed Information for a Posting Document
1. Go to the document overview.
2. Select the posting document you require.
3. Choose Goto → Display details.

Displaying Detailed Information for a Document Item
1. Go to the document display.
2. Select the document item you require.
3. Choose Goto → Display details.
Posting in Previous Releases

It is still possible to post to Accounting if Payroll or Accounting is in an R/3 system with a release status of 4.0A or below, or is in an R/2 system. When performing posting to Accounting, only the functions available in both release statuses are supported.
Posting from HR Systems < 4.0

Use

It is still possible to post to Accounting if Accounting is in an R/3 system with a release status of 4.0A or above and Payroll is in an R/3 system with a release status below 4.0A or is in an R/2 system.

When posting to Accounting, only the functions available in both release statuses are supported. In the following, the most important functions and restrictions are named:

- In Financial Accounting (FI) you have the option of summarized posting [Seite 538].
- When posting to fixed cost centers [Seite 539], you can specify the fixed cost center for each business area.
- In the case of CO account assignments, which cannot be posted to, the system posts to the substitute cost center [Seite 495]. Substitution takes place using the substitute cost center and not the master cost center. The master cost center is not provided in this constellation of the HR system.

Prerequisites

- Accounting is situated in a central system, along with all the components.
- The Accounting master data (for example, cost centers to which you want to post) must be available in the HR system.

Procedure

In order to post from HR systems with a release status lower than 4.0A, you must create a TemSe file, from which posting documents are created, after completing payroll in the Accounting system (AC-system). You have two options for creating this TemSe file:

- Using a file transfer
- Using an ALE business process (using IDocs in the HR system)

If you want to use ALE technology for this purpose, you must make the relevant settings in ALE Customizing.

Posting Using a File Transfer

Steps in the HR System (Sending System)

1. Start the report Payroll program <Country> (RPCALCx0) with the payroll schema x500.

   The HR system evaluates the payroll results and writes the posting-relevant information to a TemSe file.

2. Start the report Transfer to Accounting: Export to R/2 or R/3 Release < 4.0 (RPCIPX00).

   The HR system creates a second modified TemSe file from the first TemSe file.
3. Start the report *Posting to Accounting: Transfer Program for RPCIPX00 and RPCIPI00 (RPCIPT00)*.

   The HR system creates a work file on the presentation or application server from the second TemSe file.

**Steps in the AC System (Receiving System)**

4. Start the report *Posting to Accounting: Transfer Program for RPCIPX00 and RPCIPI00 (RPCIPT00)*, to further process the file created by the HR system.

   The AC system creates a TemSe file.

5. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0 (RPCIPI00)*.

   The AC system creates posting documents from the data for the TemSe file. These documents are grouped together in one posting run.

6. [Check the posting run][Seite 504]

7. [Check the posting documents][Seite 505]

   During this procedure, consider that revision information is not available in this constellation. For more information, see [using revision information][Seite 529].

8. [Release the posting documents][Seite 506].

9. [Post the posting documents][Seite 507].

**Posting Using an ALE Business Process**

**Steps in the HR System (Sending System)**

1. Start the report *Payroll program <Country>* (RPCALCx0) with the payroll schema x500.

   The HR system evaluates the payroll results and writes the posting-relevant information to a TemSe file.

2. Start the report *Transfer to Accounting: Export to R/2 or R/3 Release < 4.0 (RPCIPX00)*.

   - The HR system creates a master Idoc from the TemSe file.
   - The HR system uses the Customizing for the distribution model to determine from which logical system the Idoc should be received.
   - The data is transferred to the AC system via the ALE layer. Inbound processing takes place there. When doing so, the AC system creates a TemSe file from the data in the Idoc received.

**Steps in the AC System (Receiving System)**

3. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0*.

   The AC system creates posting documents from the data for the TemSe file. These documents are grouped together in one posting run.

4. [Check the posting run][Seite 504]

5. [Check the posting documents][Seite 505]

   During this procedure, consider that revision information is not available in this constellation. For more information, see [using revision information][Seite 529].

6. [Release the posting documents][Seite 506].
Posting from HR Systems < 4.0

7. Post the posting documents [Seite 507]
Consider that this ALE business process has the following restrictions:

- The TemSe objects created are not defined as application objects. For this reason, the system does not update links between the TemSe object and the Idoc.
- The system does not support serialization [Extern].
- In connection with the prerequisite already mentioned, that the Accounting master data must be available in the HR system, the restriction that not all account assignment objects can be distributed using ALE applies for ALE scenarios.

Result

The payroll results were transferred and posted to the Accounting components.
Using Revision Information

Use

When posting from HR systems with a release status lower than 4.0A to AC systems, with a release status from 4.0A onwards, it is not possible to access revision information (personnel numbers and wage types) for the documents created using the report Transfer to Accounting: Import from R/2 or R/3 < 4.0 (RPCIP). If you want to use the revision information in this situation, you must perform further steps as well as the actual posting procedure.

Prerequisites

To be able to use the revision information in the combination of systems mentioned, you must store the assignment of symbolic accounts to Accounting accounts in both the HR system and the AC system. To do so, you make the relevant settings in Payroll Customizing under Transfer to FI/CO → Symbolic Accounts.

Procedure

1. Start the report Payroll program <Land> (RPCALCx0) with the payroll schema x500. Set the Activate revision indicator.

   The HR system writes the posting-relevant information, as well as the personnel numbers and wage types, to a TemSe file.

2. Start the report Interface Payroll/Accounting (RPCIPO), to process the TemSe file created.

3. Make the necessary entries in the selection screen of the report.

4. Set the Revision tool on? indicator

5. Do not set the indicator Create batch-Input?

   The HR system creates a list containing the information required.
Posting to AC Systems < 4.0

Use

It is still possible to post to Accounting if Human Resources is in an R/3 system with a release status of 4.0A or above, and Accounting is in an R/3 system with a release status lower than 4.0A, or is in an R/2 system.

When posting to Accounting, only the functions available in both release statuses are supported. The most important functions and restrictions are named in the following:

- You can repeat creation of the TemSe file. To do so, you must delete live posting runs. If you manually set the status of the posting run to posted in the HR system, in the last step, it is not possible to repeat the creation of the TemSe file.
- It is possible to post to fixed cost centers; however, it is not possible to post using the business area as a basis.
- In Financial Accounting (FI), the system can perform a summarized posting if the AC system has a release status of 3.0A or above. For this purpose, you must specify the clearing cost center in the AC system in Payroll Customizing under Transfer to FI/CO → Concluding Activities → Maintain Clearing Cost Centers. Before starting the report Transfer to Accounting: Import from R/2 or R/3 < 4.0 (RPCIP100), set the Assign clearing cost center indicator.
- In the case of closed cost centers, the system does not post to the substitute cost center.

Prerequisites

- Accounting is located in a central system, along with all the components.
- You have specified the company codes that are in the AC system with a release status below 4.0 in Payroll Customizing, under Reporting for Posting Payroll Results to Accounting → Special Scenarios → Posting in Previous Releases → Set Up Export to R/2 System or R/3 System < 4.0.
- The Accounting master data (for example, the cost centers to which you want to post) must be available in the HR system.

Procedure

To post to AC systems with a release status lower than 4.0A, you must create a batch-input session after completing payroll in the AC system.

If the AC system has a release status of 3.1G or above, you have two options for performing the posting.

- Using an ALE business process (using IDocs in the HR system)
- Using a file transfer

💡

If you want to use ALE technology for this purpose, you must make the relevant settings in ALE Customizing.
If the HR system has a release status lower than 3.1G, you can only post using a file transfer.

**Posting Using a File Transfer**

*Steps in the HR System (Sending System)*

1. Perform the step creating a posting run [Seite 502]. We recommend that you only create live posting runs even if this is not absolutely necessary in the current constellation. If you want to use the revision information, set the indicator *Revision help Export R/3 3.x*. If you enter a text for the posting run, the first ten characters of this text form the last ten characters of the name of the TemSe file. If you do not enter a text for the posting run, a number is generated for the last ten characters of the name of the TemSe file.

   The HR system evaluates the payroll results and writes the posting-relevant information to a TemSe file.

2. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0 (RPCIPX00)*.

   The HR system creates another TemSe file.

3. Start the report *Posting to Accounting: Transfer Program for RPCIPX00 and RPCIPI00 (RPCIPT00)*.

   The HR system creates a work file on the presentation or application server.

*Steps in the AC System (Receiving System)*

4. To further process the file created by the HR system, start the report *Posting to Accounting: Transfer Program for RPCIPX00 and RPCIPI00 (RPCIPT00)*.

   The AC system creates a TemSe file.

5. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0 (RPCIPI00)*.

   The AC system creates batch-input sessions from the data in the TemSe file for the transaction *Post Document (FB01)* and for the transaction *Enter Reposting of Primary Costs (KB11)*, if required.

6. Post the payroll results by processing the batch input session.

7. Select the posting run created in the overview of posting runs in the HR system. Choose *Edit → In old releases → Manually set to posted*.

   Be aware of the following special feature in this step: You must not manually set the posting run to posted if posting documents and the TemSe file exist for this posting run, as the company codes exist in another AC system with release status 4.0A or higher. In this case, you must release the posting documents [Seite 506] in the HR system and finally post [Seite 507].

**Posting Using an ALE Business Process**

*Steps in the HR System (Sending System)*

1. Perform the step creating a posting run [Seite 502]. We recommend that you only post live posting runs even if it is possible to post simulation runs [Seite 500] in the current constellation. If you want to use the revision information, set the indicator *Revision help Export R/3 3.x*. If you enter a text for the posting run, the first ten characters of this text form the last ten characters of the name of the TemSe file. If you do not enter a text for the posting run, a number is generated for the last ten characters of the name of the TemSe file.
Posting to AC Systems < 4.0

The HR system evaluates the payroll results and writes the posting-relevant information to a TemSe file.

2. Start the report Transfer to Accounting: Import from R/2 or R/3 < 4.0 (RPCIPX00).
   - The HR system creates a master Idoc from the TemSe file.
   - The HR system uses Customizing for the distribution model to determine from which logical system the Idoc should be received.
   - The data is transferred to the AC system via the ALE layer. Inbound processing takes place here. When doing so, the AC system creates a TemSe file from the data in the Idoc it has received.

Steps in the AC System (Receiving System)

3. Start the report Transfer to Accounting: Import from R/2 or R/3 < 4.0 (RPCIPI00).
   - The AC system creates batch-input sessions from the data in the TemSe file for the transaction Post Document (FB01) and, if necessary, for the transaction Enter Reposting of Primary Costs (KB11).

4. Post the payroll results by processing the batch input session.

5. Select the posting run created in the overview of posting runs in the HR system. Choose Edit → In old releases → Manually set to posted.

   Be aware of the following special feature of this step: You must not manually set the posting run to posted if posting documents and the TemSe file exist for this posting run, as the company codes are in another AC system with release status 4.0A or higher. In this case, you must release the posting documents [Seite 506] in the HR system and finally post [Seite 507].

Bear in mind that this ALE business process has the following restrictions:

- The TemSe objects created are not defined as application objects. For this reason, the system does not update links between the TemSe object and the Idoc.
- The system does not support serialization [Extern].
- In connection with the prerequisite already mentioned, (that the Accounting master data must be available in the HR system), the restriction that the system is unable to distribute all the account assignment objects using ALE applies for ALE scenarios.

Result

The payroll results were transferred and posted to the Accounting components.
Special Business Requirements for Posting

You can use the section *Special Business Requirements for Posting*

- To get a more detailed overview of the functions of *Posting to Accounting*
- To gain information on the way in which the system supports your special business requirements
Posting with Personnel Numbers

Use

If wage types are posted to balance sheet accounts, in particular cases, you can reduce the time spent on checking within Financial Accounting. Posting using personnel numbers and setting the accounts in such a way that they can be cleared automatically does this.

The use of personnel numbers when posting payroll results is only planned for balance sheet accounts, and not for expense accounts, customer or vendor accounts.

See also:

Example: Posting Using Personnel Numbers [Seite 535]
Further Information on Clearing Accounts [Extern]
Example: Posting Using Personnel Numbers

Advances are paid to the cash office. In *Financial Accounting*, the system makes a respective *Advances to cash office* posting. The personnel number is assigned to the posting to the advances account.

By entering an *Advance* wage type in the master data for the employee affected, the system makes a net deduction (to the amount of the advance) within payroll, and posts it to the advance account when *posting to Accounting*.

You can check the retained advance payments using a list that is generated together with the wage type statement.

If posting to the advance account is based on personnel numbers, *Financial Accounting* can automatically clear this account, as shown in the following graphic:
Posting to Customer and Vendor Accounts

Use

When posting to expenses and payables accounts, the G/L account is always derived from the symbolic account, and, if necessary, from the Employee Grouping for Account Determination.

When posting to customer and vendor accounts, you have two possibilities for controlling account determination:

- If you want to use fixed customer and vendor accounts, you can directly assign the number of the customer or vendor account to a symbolic account and, if necessary, an employee grouping.
- If you want to run customer and vendor accounts on an employee basis, you can set the system in such a way that the personnel numbers are also included in account determination.

It is not possible to use the special general ledger indicator when posting to customer and vendor accounts.

See also:

Example: Posting to Customer Accounts for Employees [Seite 537]
Assign Customer Accounts [Extern]
Assign Vendor Accounts [Extern]
Assign Customer Accounts for Loan-Specific Posting [Extern]

Prerequisites

You have made the necessary settings in Payroll Customizing, under → Reporting for Posting Payroll Results to Accounting → Activities in AC System → Assign Accounts.
The graphic shows how the system posts the repayment of company loans to customer accounts for employees.

The employees Murphy, Miller and Smith were all granted a company loan. Each of these employees has their own customer account in Financial Accounting. In Human Resources, a symbolic account is used for the repayment of employee loans in Customizing.

The system does not assign this symbolic account a customer account number in Customizing for posting to Accounting, but assigns a code which takes the personnel numbers into account when determining the account.

In this way, a symbolic account is used in Human Resources Customizing for the repayments specified in the example, however, in Accounting, the system still posts to individual customer accounts for employees.

When posting to these customer accounts, the system automatically posts to the reconciliation account assigned to the customer in the general ledger.
Summarization in the Accounting Components

Use

When posting payroll results to Accounting, it is sometimes useful to have documents in Accounting, which are as small as possible. These documents should be summarized using CO account assignments while detailed information on the CO account assignments should be available to Controlling. This is necessary in the following situations, for example:

- You should remove the information you do not require from Financial Accounting.
  - Due to the longer retention periods for posting documents in Accounting, smaller documents should be created.

- Accounting should not have access to certain detailed information, for example, when posting to cost centers that were set up for individual employees.

You can meet these requirements with the help of Document Summarization for Overhead Costs-Controlling in Accounting.

For information on document summarization in Controlling and Funds Management, see Posting with Position Management [Seite 579].

Prerequisites

To use document summarization in Financial Accounting for posting the payroll results, you must make the relevant settings for HRPAY in Customizing for Financial Accounting, under (General Ledger Accounting → Business Transactions → Integration → Overhead Cost Controlling → Carry Out Document Summarization in Overhead Cost Controlling).
Posting to Fixed Cost Centers

Use

In certain situations it is useful to post particular cost accounting wage types to fixed cost centers or to orders, instead of to the employee’s master cost center or to another specified cost assignment. This is known as Posting to a Fixed Cost Center or Posting to Fixed Orders or Standard Orders.

Posting to a fixed cost center is usually necessary if directly assigning costs to an employee’s master cost center would be incorrect from the cost accounting point of view. By posting to a fixed cost center or to a standard order, the Controlling (CO) department receives the costs in a summarized form, separate from the amounts assigned directly. Repostings can then be performed within Controlling, according to other criteria, for example, the number of employees or total remuneration.

- Decrease in expenses to the Canteen cost center
- The employer’s contribution to social insurance and capital formation payments
- Flat-rate taxes paid by the employer
- Vacation bonus with accrual calculation in Controlling
- Holiday bonus with accrual calculation in Controlling

Prerequisites

You have set up posting to fixed cost centers in Payroll Customizing (under Reporting for Posting Payroll Results to Accounting → Activities in the AC System → Set Up Fixed Cost Postings).

See also:

Example: Posting Without and With a Fixed Cost Center [Seite 540]
## Example: Posting With or Without a Fixed Cost Center

### Posting data

<table>
<thead>
<tr>
<th>Account</th>
<th>Cost center</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>430000 Salaries</td>
<td>711</td>
<td>1,000.00</td>
</tr>
<tr>
<td>435000 Annual bonus</td>
<td>711</td>
<td>200.00</td>
</tr>
<tr>
<td>430000 Salaries</td>
<td>712</td>
<td>1,200.00</td>
</tr>
<tr>
<td>435000 Annual bonus</td>
<td>712</td>
<td>400.00</td>
</tr>
</tbody>
</table>

### Cost centers without a fixed cost center

<table>
<thead>
<tr>
<th>Cost center</th>
<th>Cost type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>711</td>
<td>430000</td>
<td>1,000.00</td>
</tr>
<tr>
<td>712</td>
<td>430000</td>
<td>1,200.00</td>
</tr>
<tr>
<td>99</td>
<td>435000</td>
<td>600.00</td>
</tr>
</tbody>
</table>

### Cost centers with fixed cost center 99 for cost element 435000

<table>
<thead>
<tr>
<th>Cost center</th>
<th>Cost type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>711</td>
<td>430000</td>
<td>1,000.00</td>
</tr>
<tr>
<td>712</td>
<td>430000</td>
<td>1,200.00</td>
</tr>
<tr>
<td>99</td>
<td>435000</td>
<td>600.00</td>
</tr>
</tbody>
</table>
Posting to Special Periods

Use

If retroactive runs affect the previous fiscal year, you follow a different procedure than described in the section Posting Retroactive Accounting Data [Seite 489] In this case, the last general posting period is usually already finished. However, posting to special periods in the old fiscal year is sometimes still possible, and usually necessary. This process is called posting to special periods. You can trigger posting to special periods when starting posting to Accounting.

The number and duration of posting periods and special periods are defined within Financial Accounting using fiscal year variants assigned to the company codes. There are usually twelve regular posting periods which, for example, correspond to the calendar months, and four special periods. If the fiscal year has been moved, and in other special cases, the number and dates of the posting periods will be different to this case.

If retroactive accounting runs affect the fiscal year that precedes the previous fiscal year, the resulting data is also posted to the special periods for the previous fiscal year.

See also:
Example: Posting to Special Periods [Seite 542]
Example: Posting to Special Periods

In this example, the fiscal year is made up of 12 regular posting periods, which correspond to the calendar months. In this example, period 13 is a special period.

<table>
<thead>
<tr>
<th>Posting retroactive accounting data within the fiscal year</th>
<th>Posting retroactive accounting data at the end of the fiscal year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backdated pay increase from April 01, 1999 in May 1999</td>
<td>Backdated pay increase from December 01, 1999 in January 2000</td>
</tr>
<tr>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>1,000</td>
<td>1,000</td>
</tr>
</tbody>
</table>

May 1999

<table>
<thead>
<tr>
<th>Salaries</th>
<th>W&amp;S to be paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>7,000</td>
<td>7,000</td>
</tr>
</tbody>
</table>

Posting period 13/1999

<table>
<thead>
<tr>
<th>Salaries</th>
<th>Clearing</th>
<th>W&amp;S to be paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000</td>
<td>1,000</td>
<td>7,000</td>
</tr>
</tbody>
</table>

Jan. 2000

<table>
<thead>
<tr>
<th>Salaries</th>
<th>Clearing</th>
<th>W&amp;S to be paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,000</td>
<td>1,000</td>
<td>7,000</td>
</tr>
</tbody>
</table>

Amounts to be paid are not included in the example.

The right side of the graphic shows a retroactive accounting run that was triggered by a backdated pay increase affecting the previous fiscal year. As a comparison, the left-hand side shows posting a comparable retroactive accounting run during the fiscal year.

In January 2000, an employee gets a backdated pay increase for December 01 1999. The system posts the pay increase of 1,000 to the credit side of the Salaries account for the special period 13/1999. The offsetting posting in the special period 13/1999 is made to the credit side of a clearing account, to which the system posts the recalculation difference of 1,000.

In the current posting period, (01/2000), the system posts the regular salary of 6,000 to the debit side of the Salaries account and posts the recalculation difference of 1,000 to the debit side of a clearing account. This is offset by posting 7,000 to the account Wages and salaries to be paid in the current posting period.
Cross-Company Code Transactions

Use

Several company codes can be involved in a payroll run for an employee. In such a cross-company code transaction, receivables and payables can arise between company codes.

In the following situations, cross-company code transactions occur:

- An employee works for several company codes (because of proportional assignment or change of company code within a payroll period) within a payroll period.
- After an employee has changed company code, retroactive accounting is performed for the time before the change of company code.
- An employee changes company code retrospectively.

You can clear the receivables and payables that may arise in these three cases, either on a summarized basis or using company code clearing accounts.

Prerequisites

You have made the necessary settings in Payroll Customizing, under Reporting for Posting Payroll Results to Accounting → Activities in HR System → Posting Variants. For the posting variant you use, the Post to company code clearing accounts indicator must

- not be set, if you want to use summary clearing [Seite 544]
- be set, if you want to use clearing using company code clearing accounts [Seite 544]
Summary Clearing

Use
If the *Post to company code clearing accounts* indicator is *not* set in Customizing for the posting variant you use, when cross-company code transactions take place, this results in balances on the document-split accounts, the recalculation difference account or the payment accounts. These balances illustrate receivables or payables between the company codes.

You can only use summary clearing if balancing the receivables and payables between the company codes involved is permitted and if it is also sufficient to explain the receivables and payables between the company codes from the procedure only.

Prerequisites
To use summary clearing, you must make sure that the *Post to company code clearing accounts* indicator is *not* set for the posting variant that you use. You make these settings in Payroll Customizing, under → Reporting for Posting Payroll Results to Accounting → Activities in AC System → Create Posting Variants).
Proportional Assignment to Several Company Codes within a Payroll Period with Summary Clearing

Use

If an employee works for several company codes within a payroll period, the expenses incurred are distributed to these company codes on a proportional basis. However, the system assigns the relevant payables to the company code in which the master cost center is located to which the employee was assigned on the last day in the payroll period.

In this way, receivables and payables arise between the company codes, which appear as balances on the document split accounts.

In the following cases, an employee is assigned to several company codes on a proportional basis:

- The employee changes company code during a payroll period.
- You have specified a percentage cost distribution to several company codes for the employee in the Cost Distribution infotype (0027) or in Organizational Management.
- You have specified a different cost assignment for individual wage elements for the employee, which contains a different company code.

You can find more information on cost distribution and cost assignment under Posting-relevant Information from Master Data, Time Data and Organizational Management [Seite 479].

The graphic shows an example of an employee who works for two company codes. To simplify the explanation, no other payments or deductions are taken into consideration in this example.

In this example, the following expenses incur during posting:

- Company code 0001: 7,000
- Company code 0002: 3,000

The payables of 10,000 are posted to company code 0001.

Consequently, the document-split accounts are not cleared in both company codes.

- The balance of the document-split account for company code 0001 shows a receivable of 3,000 against company code 0002.
- The balance of the document-split account for company code 0002 shows a receivable of 3,000 against company code 0001.

Activities

The balances of the document-split accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the document-split accounts.
Proportional Assignment to Several Company Codes within a Payroll Period with Summary Clearing
Retroactive Accounting for Summary Clearing

Use

If an employee changes company code and, for example, after the change receives a backdated pay increase which also affects the time before the change, receivables and payables incur between the two company codes.

Although the relevant expenses wage type changes for the period for which retroactive accounting is run, the amount to be paid to the employee remains the same. The payment amount firstly changes in the current period so that the system transfers the payments that the old company code must make because of the backdated pay increase from the new company code.

In this way, receivables and payables incur between the company codes that appear as balances on the recalculation difference account.

The graphic shows the case where an employee changes from company code 0001 to company code 0003 at the start of period 02. In period 02, his/her monthly salary is increased by 1,000 for period 01.

<table>
<thead>
<tr>
<th>Period</th>
<th>CoCde</th>
<th>WT</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 in 01</td>
<td>0001</td>
<td>M020 Monthly salary</td>
<td>5,000</td>
</tr>
<tr>
<td>01 in 01</td>
<td>0001</td>
<td>/559 Bank transfer</td>
<td>5,000</td>
</tr>
<tr>
<td>01 in 02</td>
<td>0001</td>
<td>M020 Monthly salary</td>
<td>6,000</td>
</tr>
<tr>
<td>01 in 02</td>
<td>0001</td>
<td>/559 Bank transfer</td>
<td>5,000</td>
</tr>
<tr>
<td>01 in 02</td>
<td>0001</td>
<td>/551 Recalc.diff.</td>
<td>-1,000</td>
</tr>
<tr>
<td>02 in 02</td>
<td>0003</td>
<td>M020 Monthly salary</td>
<td>6,000</td>
</tr>
<tr>
<td>02 in 02</td>
<td>0003</td>
<td>/552 Subs.clearing</td>
<td>1,000</td>
</tr>
<tr>
<td>02 in 02</td>
<td>0003</td>
<td>/559 Bank transfer</td>
<td>7,000</td>
</tr>
</tbody>
</table>

In period 01, the employee receives a monthly salary of 5,000 (wage type M020). This amount is also paid to the employee (wage type /559) as no other payments and deductions are taken into account in this example.

In period 02, the employee gets a monthly salary of 6,000 for period 02 (wage type M020) as well as a backdated pay increase of 1,000 for period 01.

In this way, expenses of 1,000 incur in company code 0001. The payment amount is not increased retrospectively for period 01, but is transferred to the current period using the wage
Retroactive Accounting for Summary Clearing

types /551 Recalculation difference and /552 Subsequent clearing from previous period instead. The expense of 1,000 in company code is thus offset by a recalculation difference of 1,000 that is posted to the credit side of the recalculation difference account.

A payment amount of 7,000 incurs for the current period in company code 0003; this amount is made up of the increased salary of 6,000 and the subsequent clearing of 1,000 from the previous month. This amount is posted to the Payment account in credit. This is offset by an expense of 6,000 that is posted to the debit side of the Remuneration account, as well as a recalculation difference of 1,000 that is posted in the debit side of the recalculation difference account for company code 0003.

Consequently, the recalculation difference accounts are not cleared in both company codes.

- The balance of the recalculation difference account for company code 0001 shows a payable of 1.000 from company code 0003.
- The balance of the document-split account for company code 0003 shows a receivable of 1.000 from company code 0001.

If, in Payroll Customizing under Reporting for Posting Payroll Results to Accounting -> Activities in HR System -> Employee Grouping and Symbolic Accounts ->Define Symbolic Accounts, you code the symbolic account to which the wage types /551 Recalculation difference and /552 Subsequent clearing from previous period are assigned with the account assignment type FL Balance sheet account for checking the balance in the case of retroactive accounting data, the balance incurs on the document split account instead.

Activities

The balances of the recalculation difference accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the recalculation difference accounts.
Retroactive Accounting in Several Company Codes with Summary Clearing

Use

If an employee is retrospectively assigned to another company code, retroactive accounting is triggered. Posting of this retroactive accounting run happens in the following way:

- Posting of the old payroll results from the retroactively accounted period is reversed in the old company code.
- The new payroll result from the retroactively accounted period is posted in the new company code.

Reversal in the old company code and the posting in the new company code also affect the accounts for the outgoing accounts. As the payment can no longer be cancelled, the balances of the outgoing accounts are subsequently no longer balanced.

The graphic shows an example for the case of an employee who has retrospectively changed company code. To simplify matters, the assumption is made that the company code has changed retrospectively for the whole period 01.

\[\begin{array}{c|c|c|c}
\text{Period} & \text{CoCde} & \text{WT} & \text{Amount} \\
\hline
01 in 01 & 0001 & M020 Monthly salary /559 Bank transfer & 5,000 \\
01 in 02 & 0003 & M020 Monthly salary /559 Bank transfer & 5,000 \\
02 in 02 & 0003 & M020 Monthly salary /559 Bank transfer & 5,000 \\
\end{array}\]

\[\begin{array}{c|c|c}
\text{Documents} & 0001 & 0003 \\
\hline
\text{Remuneration} & 5,000 & 10,000 \\
\text{Payment} & 5,000 & 10,000 \\
\end{array}\]

\[\begin{array}{c|c|c}
\text{Accounts} & 0001 & 0003 \\
\hline
\text{Remuneration} & 5,000 & 10,000 \\
\text{Payment} & 5,000 & 10,000 \\
\end{array}\]

\[\begin{array}{c|c|c}
\text{Bank clearing account} & 0001 & 0003 \\
\hline
*5,000 & 5,000 \\
\end{array}\]

You must clear the payment accounts!

This example also contains the posting Payment to bank clearing account.

Originally, an amount of 5,000 was posted from the Remuneration account to the Outgoing payment account in period 01 in company code 0001. After making the payment, the Payment account was cleared to the amount of 5,000 by the manual posting Payment to company code clearing account.

The backdated change of company code for the employee from company code 0001 to company code 0003 causes the Remuneration to outgoing posting to the amount of 5,000 to be reversed.
Retroactive Accounting in Several Company Codes with Summary Clearing

in company code 0001 and posted in company code 0003. As the payment to the employee has, however, already been made and was made by company code 0001, a receivable of 5,000 from company code 0001 incurs against company code 0003.

After making the payment in period 02, the outgoing accounts in both company codes are not cleared.

- The balance of the outgoing account for company code 0001 shows a receivable of 5,000 against company code 0003.
- The balance of the outgoing account for company code 0003 shows a payable of 5,000 against company code 0001.

If you code the symbolic account to which the wage type /559 Bank transfer is assigned with the account assignment type FO Balance sheet account in original period only (in Customizing for Payroll under Reporting for Posting Payroll Results to Accounting -> Employee Grouping and Symbolic Accounts -> Define symbolic accounts), the balances do not arise in the outgoing accounts but in the document split accounts.

Activities

The balances of the outgoing accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the outgoing accounts.
Clearing Using Company Code Clearing Accounts

Use

If the *Post to company code clearing accounts* indicator is set in Customizing for the posting variant that you use, when cross-company code transactions take place, this results in balances on the company code clearing accounts. These balances illustrate receivables or payables between the company codes.

In this way, the company code clearing accounts exactly show which receivables or payables exist between the individual company codes.

You can only use clearing using company code clearing accounts if the company codes in your enterprise only illustrate parts of a legal unit meaning that clearing can take place without any difficulties. If this prerequisite is not met, you cannot make any entries that lead to cross-company code transactions, unless other activities take place in Financial Accounting (for example, issuing an invoice, correcting group turnover).

Prerequisites

To use summary clearing, you must make sure that the *Post to company code clearing accounts* indicator is set for the posting variant that you use. You make these settings in Payroll Customizing, (under → Reporting for Posting Payroll Results to Accounting → Activities in HR System → Create Posting Variants).

You have created the company code clearing accounts required in Customizing for Financial Accounting, under General Ledger Accounting → Business Transactions → Cross-Company Code Transactions.
Proportional Assignment to Several Company Codes within a Payroll Period when using Company Code Clearing Accounts

Use

If an employee works for several company codes within a payroll period, the expenses incurred are distributed to these company codes on a proportional basis. However, the system assigns the relevant payables to the company code in which the master cost center is located to which the employee was assigned on the last day in the payroll period.

In this way, receivables and payables incur between the company codes. They appear as balances on the company code clearing accounts.

In the following cases, an employee is proportionally assigned to several company codes:

- The employee changes company code during a payroll period.
- You have specified a percentage cost distribution to several cost centers for the employee in the Cost Distribution infotype (0027) or in Organizational Management.
- You have specified a different cost assignment for individual wage elements for the employee. This cost assignment contains a different company code.

You can find more information on cost distribution and cost assignment under Posting-Relevant Information from Master Data, Time Data and Organizational Management [Seite 479].

The graphic shows an example of an employee who works for two company codes. To simplify the explanation, no other payments or deductions are taken into consideration in this example.
Proportional Assignment to Several Company Codes within a Payroll Period when using Company Code

In this example, the following expenses incur during posting:

- Company code 0001: 7,000
- Company code 0002: 3,000

The **payables** of 10,000 are posted to company code 0001.

The receivables and payables between the company codes are paid to the company code clearing accounts set up for this purpose.

- The balance of the company code clearing accounts for company code 0001 shows a receivable of 3,000 from company code 0002.
- The balance of the company code clearing accounts for company code 0002 shows a receivable of 3,000 from company code 0001.

**Activities**

The balances of the company code clearing accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the company code clearing accounts.
Retroactive Accounting in Several Company Codes - Clearing Using Company Code Clearing Accounts

Use

If an employee changes company code and, for example, after the change receives a backdated pay increase which also affects the time before the change, receivables and payables incur between the two company codes.

Although the relevant expenses wage type changes for the period for which retroactive accounting is run, the amount to be paid to the employee remains the same. The payment amount firstly changes in the current period so that the system transfers the payments that the old company code must make because of the backdated pay increase from the new company code.

In this way, receivables and payables incur between the company codes. They appear as balances on the company code clearing accounts.

The graphic shows the case where an employee changes from company code 0001 to company code 0003 at the start of period 02. In period 02, his/her monthly salary is increased by 1,000 for period 01.

In period 01, the employee receives a monthly salary of 5,000 (wage type M020). This amount is also paid to the employee (wage type /559) as no other payments and deductions are taken into account in this example.
In period 02, the employee gets a monthly salary of 6,000 for period 02 (wage type M020) as well as a backdated pay increase of 1,000 for period 01. In this way, expenses of 1,000 incur in company code 0001. The payment amount is not increased retroactively for period 01, but is transferred to the current period instead using the wage types /551 Recalculation difference and /552 Subsequent clearing from previous period. The payable against company code 0003 of 1,000 offsets the expense of 1,000 in company code 0001.

A payment amount of 7,000 incurs for the current period in company code 0003; this amount is made up of the increased salary of 6,000 and the subsequent clearing of 1,000 from the previous month. This amount is posted to the Payment account in credit. This is offset by an expense of 6,000 that is posted to the debit side of the Remuneration account, as well as the receivable of 1,000 against company code 0001 that is posted in the debit side of the company code clearing account from company code 0003.

The receivables and payables between the company codes are paid to the company code clearing accounts set up for this purpose.

- The balance of the company code clearing account for company code 0002 shows a receivable of 1.000 from company code 0001.
- The balance of the company code clearing account for company code 0001 shows a receivable of 1.000 from company code 0002.

The amounts for wage types /551 Recalculation difference and /552 Subsequent clearing from previous period do not, in this case, lead to a posting to the recalculation difference account. As these wage types are posted to a symbolic account with the account assignment type FL Balance sheet account for checking the balance in the case of retroactive accounting data, they are posted to the last company code for the actual payroll result, therefore to company code 0003, in this case. They thus balance to zero so that a posting to the recalculation difference account does not take place.

**Prerequisites**

The symbolic account to which the wage types /551 Recalculation difference and /552 Subsequent clearing/previous month has the account assignment type FL Balance sheet account for checking the balance in the case of retroactive data. For more information, see the Implementation Guide (IMG) for Payroll, under Reporting for Posting Payroll Results to Accounting → Special Scenarios → Posting to Company Code Clearing Accounts.

**Activities**

The balances of the company code clearing accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the company code clearing accounts.
Retroactive Accounting in Several Company Codes - Clearing Using Company Code
Clearing Accounts
Retroactive Accounting after a Retrospective Change of Company Code when Clearing Using Company Code Clearing Accounts

Use

If an employee is retrospectively assigned to another company code, retroactive accounting is triggered. Posting of this retroactive accounting run happens in the following way:

- Posting of the old payroll results from the retroactively accounted period is reversed in the old company code.
- The new payroll result from the retroactively accounted period is posted in the new company code.

The payment that took place in period 01 can no longer be reversed. In this way, a receivable or a payable arises between the two company codes, which then appears on the company code clearing accounts.

The graphic shows an example for the case of an employee who has retrospectively changed company code. To simplify matters, the assumption is made that the company code has changed retrospectively for the whole period 01.

Originally, an amount of 5,000 was posted from the Remuneration account to the Outgoing payment account in period 01 in company code 0001. After making the payment, the Payment account was cleared by the manual posting Payment to bank clearing account to the amount of 5,000.
**Retroactive Accounting after a Retrospective Change of Company Code when Clearing Using Company Code Clearing Accounts**

The backdated change of company code for the employee from company code 0001 to company code 0003 causes the *Remuneration to payment* posting of 5,000 to be reversed in company code 0001. However, as the payment has already been made to the employee, a receivable of 5,000 incurs from company code 0001 to company code 0003 that appears on the company code clearing account of company code 0001.

In company code 0003, an amount of 10,000 is posted as an expense to the *Remuneration* account. This amount contains the expense of 5,000 for period 01 and the expense of 5,000 for period 02. This posting of 5,000 to the payment account of company code 0003 and 5,000 to the company code clearing account of company code 0003 offsets this.

After the amount of 5,000 was paid to the employee for period 02, the system performs a manual posting *Payments to bank clearing accounts* of 5,000. This clears the payment accounts in both company codes, but does not clear the company code clearing accounts.

- The balance of the company code clearing account for company code 0001 shows a receivable of 5,000 against company code 0003.
- The balance of the company code clearing account for company code 0003 shows a payable of 5,000 against company code 0001.

![Tip icon]

The amounts of wage type /559 Bank transfer for period 01 do not lead to a posting in this case. As the wage type is posted to a symbolic account with the account assignment type FO *Balance sheet account in original period only*, only the amount for this wage type from the original period is posted.

**Prerequisites**

The symbolic account to which wage type /559 *Bank transfer* is posted, has the account assignment type FO *Posting in original period only*. For more information, see the Implementation Guide (IMG) for Payroll, under *Reporting for Posting Payroll Results to Accounting* → *Activities in the HR System* → *Employee Grouping and Symbolic Accounts* → *Define Symbolic Accounts*.

**Activities**

The balances of the company code clearing accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the company code clearing accounts.
Postings Relevant to Value-Added Tax

Postings from the payroll results - usually postings in the form of Expenses to Payables - are not usually subject to value-added tax. Neither the expenses, nor the payables contain input or output tax. When posting payroll results, this does not usually affect accounts to which amounts subject to value-added tax as a result of other transactions are posted.

The posting of value-added tax using the posting to Accounting component is only technically possible in a few cases for reasons of upward compatibility. However, we do not recommend this procedure.

⚠️

If you want to perform the value-added tax posting with posting to Accounting, you must exactly check if the calculation and posting of the value-added tax corresponds with the legal recommendations. In the standard system, it is not planned to perform value-added tax postings using posting to Accounting. For this reason, we cannot guarantee that calculation and posting of value-added tax using these components corresponds to the legal recommendations.

If you want to perform value-added tax postings using posting to Accounting against our recommendations, you should consider the following points: Bear in mind that this is not a complete list:

- In the countries in which not all the information for the calculation and posting of value-added tax is available in the payroll results or during the posting of the payroll results to Accounting, no value-added tax postings can be performed using the posting to Accounting component. The USA and Canada are, for example, amongst these countries, as the system requires a Jurisdiction Code in this case, which is not available in Payroll.
- If you want to perform a value-added tax posting using posting to Accounting, there should not only be a check on the legal side, this procedure must also be agreed on internally.
- Using value-added tax postings using posting to Accounting:
  - Separate business transactions are grouped together.
  - Sometimes, amounts are posted using the revenue principle.
  - The value-added tax is posted in the company code in which the accompanying expense is posted. For this reason, this procedure leads to incorrect results if there are cross-company code procedures. This can have serious consequences if the company codes do not belong to the same integrated company liable to sales tax.

In the following sections, you find examples of value-added tax postings and notes on which procedures are planned for these postings in the standard system.

Bear in mind that this is not a complete list: Other procedures are also feasible in which value-added tax postings can occur.

- **Travel Expenses [Seite 561]**
- **Invoices to Employees [Seite 562]**
- **Amounts Paid by the Employee [Seite 563]**
Postings Relevant to Value-Added Tax
Travel Expenses

Separate Posting (Recommended Procedure)
If you reimburse employees’ travel expenses using Payroll, this results in value-added-tax postings. For this reason, you should post the following procedures separately:

- Posting of travel expense to payables for employees. This procedure is performed within the Travel Management component. For more information, see Transfer to Accounting [Extern] and Transfer to HR Payroll [Extern].
- Reimbursement of the amounts to be paid via Payroll and then the value-added tax free posting of payables for employees to wages and salaries to be paid using the Posting to Accounting component.

This procedure has the advantage that it allows a real-time posting of travel expenses and this posting is not linked to the posting of the payroll results.

Combined Posting (Non-Recommended Procedure)
It is technically possible to set up the relevant wage types in such a way that the travel expenses relevant to value-added-tax are not posted using Travel expenses reporting, but are posted using the Posting to Accounting component. The value-added-tax indicator that is transferred from Travel expenses reporting to Payroll is taken into consideration when posting the payroll results to Accounting, so that the value-added tax is calculated and posted.

Bear in mind that we do not recommend this procedure and cannot guarantee that the calculation and posting of the value-added-tax always corresponds to the legal recommendations.

See also:
Posting Value-Added Tax [Seite 559]
Invoices to Employees

Separate Posting (Recommended Procedure)

If the company issues invoices to employees (for example, for company-owned apartments, private conversations using a company-owned telephone, and so on), this results in value-added tax postings. You should therefore perform the following procedures separately, in accordance with the declaration principle.

- Creating an invoice with the subsequent value-added tax posting of employee receivable to income/expense reduction. This procedure is performed in the Financial Accounting component.

- Retaining the amounts claimed via Payroll with the subsequent value-added tax free posting of personnel expense to employee receivable using Posting to Accounting.

Combined Posting (Non-Recommended Procedure)

It is technically possible to group together the posting of both these procedures and perform a value-added tax posting of personnel expenses to income/expense reduction using the Posting to Accounting component. To do so, a fixed value-added tax indicator must be assigned to the income/expenses account to which the relevant wage type is posted. This value-added tax indicator is then taken into consideration when posting the payroll results to Accounting so that the value-added tax is calculated and posted.

Bear in mind that we do not recommend this procedure and cannot guarantee that the calculation and posting of the value-added-tax always corresponds to the legal recommendations.

💡

If one of the following tax categories is assigned to the income/expenses account, and the posting without tax permitted indicator is set in the master data for the account; Posting to Accounting does not calculate the value-added tax when posting to this account.

If one of the following tax categories is assigned to the income/expenses account, and the Posting without tax permitted indicator is not set in the master data for the account; Posting to Accounting can not post to this account in the case described here.

<table>
<thead>
<tr>
<th>Tax category</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>All tax types allowed</td>
</tr>
<tr>
<td>+</td>
<td>Only output tax allowed</td>
</tr>
<tr>
<td>-</td>
<td>Only input tax allowed</td>
</tr>
</tbody>
</table>

See also:

Posting Value-Added Tax [Seite 559]
Amounts Paid by the Employees

Separate Posting (Recommended Procedure)

If you reimburse amounts that were paid by employees, this results in value-added tax postings. You should therefore perform the following procedures separately, in accordance with the declaration principle.

- Receipt of invoice with the subsequent value-added tax posting of expense to payables for employees in Financial Accounting.
- Reimbursement of the amounts via Payroll and value-added tax free posting of payables for employees to wages and salaries to be paid using the Posting to Accounting component.

Combined Posting (Non-Recommended Procedure)

It is technically possible to group together the posting of both these procedures and perform a value-added tax posting of expenses to wages and salaries to be paid using the Posting to Accounting component. To do so, a fixed value-added tax indicator must be assigned to the expense account to which the relevant wage type is posted in Financial Accounting. This value-added tax indicator is then taken into consideration when posting the payroll results to Accounting so that the value-added tax is calculated and posted.

Bear in mind that we do not recommend this procedure and cannot guarantee that the calculation and posting of the value-added-tax always corresponds to the legal recommendations.

If one of the following tax categories is assigned to the expenses account, and the posting without tax indicator is set in the master data for the account, posting to Accounting does not calculate the value-added tax when posting to this account.

If one of the following tax categories is assigned to the expenses account, and the Posting without tax permitted indicator is not set in the master data for the account; Posting to Accounting cannot, in this case, post to this account.

<table>
<thead>
<tr>
<th>Tax category</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>All tax types allowed</td>
</tr>
<tr>
<td>+</td>
<td>Only output tax allowed</td>
</tr>
<tr>
<td>-</td>
<td>Only input tax allowed</td>
</tr>
</tbody>
</table>

See also:

Posting Value-Added Tax [Seite 559]
Germany: Account Determination for Specific Service Types in Accordance with the KHBV/PBV

Use

The Hospitals Accounting Regulation (KHBV) and Nursing Homes Accounting Regulation (PBV) specify for which service types (employee groups) expense accounts must be within Financial Accounting, in the case of public-sector hospitals and nursing homes. These regulations also specify to which service type the employees should be assigned.

You can post the personnel expenses to these expense accounts for a specific service type by making the relevant settings in the system, so that the symbolic account, the employee grouping for account determination, and the service type are all taken into consideration during account determination.

Prerequisites

You have made the relevant settings in Payroll Customizing under Payroll Germany → Industries → Public Sector → Hospitals and Homes → Service Type.

You have made the relevant settings in Payroll Customizing, under Payroll: Germany → Posting to Accounting → Activities in AC System → Assigning Accounts → Assign Expense Accounts.

Scope of Function

- For the hospitals and nursing homes sector, you can assign employees to a service category using the fields Service type and Service category in the Organizational Assignment infotype (0001).

- You can specify a percentage distribution to several service types/categories in the Cost Distribution infotype (0027).

- In certain infotypes you can specify a cost assignment. You can also store a service type/category here. For a list of the most important infotypes in which a cost assignment can be stored, see Posting-Relevant Information from Master Data, Time Data and Organizational Management [Seite 479].

- In Organizational Management, you can store the service type/category in a position. Payroll reads the information on the service type/category from the master and time data, and from Organizational Management, and saves it in the payroll result.

When posting to Accounting, the system reads this information from the payroll results and includes it in account determination.
EMU: Special Features of Posting to Accounting

The currency conversion for the European Monetary Union is particularly important in Posting to Accounting.

The system uses the currency from the payroll results as the document currency for posting. For this reason you can convert the house currency in Financial Accounting at a different time to the payroll currency used in Human Resources. The document currency transferred from Payroll to Accounting is subsequently interpreted as a foreign currency in Financial Accounting and converted into the house currency.

If retroactive accounting is necessary after the currency conversion in Human Resources, and the retroactive run includes periods before the conversion date, the system creates separate documents during posting using the respective document currency.

You convert the currency used in Payroll on January 01, 2002. If, during the payroll run in January 2002, a retroactive accounting run is required for the period of December 2001, the recalculated “December in January” results for December uses the old country currency as the payroll currency. The difference between the old and new result for December is then posted in the old national currency. The payroll result for January 2002 is posted in euro.

Please note that the retroactive accounting difference is usually posted in the current posting period. The only exception is posting to special periods at the end of the fiscal year.

As a result, retroactive runs after 01.07.02 may create documents in the current period that have the old national currency as the document currency.

Rounding Differences

The payables posted by the posting to Accounting component are cleared during the other subsequent activities for Payroll and the connected postings. After the postings have been performed in connection with the subsequent activities, all the payables are thus cleared and the balances of the payable accounts are equal to zero.

Due to rounding differences resulting from the currency conversion, it may be the case that some payable accounts do not have a balance of zero. This effect can be due to the fact that posting to Accounting transfers the amounts to Accounting without a currency conversion. Here they are converted into the house currency. In contrast, in other subsequent activities in Payroll, it is necessary to convert the currency on a personnel number level and then calculate the totals.

You should also take this into account when the accounts are reconciled. You should manually adjust any balances in these accounts that are not equal to zero due to rounding differences.

See also:

European Monetary Union: Euro (CA-EUR) [Extern]
Treatment of Rounding Differences [Extern]
Integration with Other Components

You can use the section Integration with Other Components to inform yourself on how Posting to Accounting supports the following components:

- Funds Management (with and without using Position Management)
- Personnel Cost Planning
Posting to Funds Management

Use

When posting personnel expenses to *Funds Management*, the system distinguishes between the following scenarios:

1. **Posting to Funds Management without Entering FM Account Assignments [Seite 568]**
2. **Integration of Funds Management without using Position Management [Seite 569]**
3. **Integration of Funds Management using Position Management [Seite 571]**

For every company code, you can specify if scenario 2 should be used and a date specified on which the integration of Funds Management should be activated. You make the necessary settings in Customizing for **Financial Accounting** (under **Funds Management** → **Actual and Commitment Update/Integration** → **Integration** → **Integration with HR (Human Resources)** → **Define Begin of HR Integration**).

At FM level, you can specify if scenario 3 should be used. However, it is possible to activate this scenario for certain employee groups only, which you create based on certain employee characteristics. You can activate the scenario at a different time for every employee grouping. You make the necessary settings in Customizing for Personnel Management (under, **Position Management** → **Integration** → **Integration With Funds Management**).

In the following cases, scenario 3 does not apply for an employee:

- Scenario 3 is not activated for the employee’s FM area.
- Scenario 3 is only activated for certain employee groupings from the employee’s FM area. The employee does not belong to any of these employee groupings.

In both cases, scenario 2 applies for the employee if it is activated for the employee’s company code. If scenario 2 was not activated for the employee’s company code, scenario 1 applies for the employee in both cases.
Posting to Funds Management without Entering FM Account Assignments

Use
You can also post personnel expenses to Funds Management if you do not want to store any Funds Management account assignments in Human Resources.

For this purpose, you can define assignments of FM account assignments to CO account assignments in Funds Management so that when posting the payroll results to Accounting the FM account assignments are derived from the CO account assignments that are contained in the posting documents.

It is only possible to post personnel expenses to Funds Management without entering FM account assignments if the master data structure of Funds Management corresponds to the master data structure of Controlling.

For more information, see Assigning FM Account Assignment to CO Account Assignment [Extern].
Integration of Funds Management without using Position Management

Use
You can store the following account assignment objects from Funds Management in the employee’s master data or in Organizational Management to post personnel expenses to these account assignment objects within posting the payroll results to Accounting.

- Funds center
- Commitment item (in certain cases only)
- Fund

Integration
You use the Funds Management component (FI-FM).

Prerequisites
You have specified from when account assignment objects from Funds Management should be transferred when posting to Accounting in Customizing for Financial Accounting under Funds Management -> Actual and Commitment Update -> Integration -> Integration with HR (Human Resources) -> Define Begin of HR Integration. It is only possible to store account assignment objects from Funds Management in the employee’s master data or in Organizational Management from this point in time onwards.

You have made the relevant settings in Customizing for Personnel Administration so that the account assignment objects from Funds Management can be entered in the HR master data.

Scope of Function
You can assign an employee account assignment objects from Funds Management in different ways:

- You can assign a funds center and, optionally, a fund to the employee in the Organizational Assignment infotype (0001).
- Using the Cost Distribution infotype (0027), you can assign the employee to several funds centers and, optionally, funds on a percentage basis so that his/her personnel expenses are distributed to these account assignment objects.
- You can assign the employee to a position to which a cost distribution is assigned that contains one or several funds centers. The employee can also be assigned to several such positions on a percentage basis.
- You can assign individual remuneration elements for an employee to a funds center and, optionally to a commitment item and a fund, by storing a cost assignment in the infotypes intended for this purpose. For a list of the most important infotypes in which you can specify a cost assignment, see Posting-Relevant Information from Master Data, Time Data and Organizational Management [Seite 479].

If the system can no longer post to the fund for the Funds Management account assignment to be used because it’s financial purpose has expired (for example, in the case of a retroactive
Integration of Funds Management without using Position Management

accounting run), the system deletes the fund from the relevant document line of the posting document (a fund is not given for the posting). The system documents deletion of the fund from the document line in the posting document.
Integration of Funds Management without using Position Management

Use

The aim of Position Management is to finance, arrange and plan the work areas and employees as efficiently as possible within the budget allocated. Integration with Funds Management makes it possible for Position Management to access the part of the budget from Funds Management that contains the personnel expenses.

Persons and positions can be financed in Position Management using the budget set for personnel expenses in Funds Management. This creates fund commitments in Funds Management. When posting to Accounting, these funds commitments are used up and an actual posting takes place in Funds Management.

For more information on the environment in Position Management and Funds Management, see Position Management [Extern] and Funds Management [Extern].

Integration

The integration of Position Management (PA-PM) with Funds Management (FI-FM) must be activated. For information on activating the integration, see the Implementation Guide (IMG) for Personnel Management under Position Management -> Integration -> Integration with Funds Management.

Prerequisites

The employees in question must have been financed in Position Management. The master data for this employee must meet the following conditions:

- No account assignments from Funds Management (funds center, commitment item and fund) should be stored in the infotypes Organizational Assignment (0001) and Cost Distribution (0027).

- The account assignment objects from Controlling that are stored in these infotypes, must belong to controlling areas that belong to the same FM area for each employee.

- In the infotypes, in which deviating cost assignments can be specified, you can also store account assignments from Funds Management. For a list of the most important infotypes in which you can specify a cost assignment, see Posting-Relevant Information from Master Data, Time Data and Organizational Management [Seite 479]. If you enter a deviating account assignment in these infotypes and the integration of Funds Management and Controlling are active, you must store account assignment objects for both account assignment objects:

  - If a wage type is posted as an expense, you must have specified which expenditure type is used for the accompanying financing in Position Management.

  - You must have specified to which account assignment objects from Funds Management the system should post if an expenditure type was not financed for an employee.
Integration of Funds Management without using Position Management
Process Flow for Integrated Position Management

Purpose

If integration of Position Management (PA-PM) to Funds Management (FI-FM) is activated, financing, payroll and posting take place as in the following example.

Process Flow

1. Financing the Person

The person is financed either directly or via their position in Position Management.

In this example, financing of 2,000 is created based on the expenditure type A001 with the following account assignment objects from Funds Management:

- Funds center: S1
- Commitment item: Salaries
- Fund 1: F1

This creates a funds commitment of 2,000 on this account assignment in Funds Management (FM). The funds commitment takes place in the funds commitment document number 00000111 in line 002.
Position Management provides Payroll with the following information for the period that corresponds to the processed payroll period:

- Account assignment objects from Funds Management that were created when financing the various expenditure types for the employee
- Document number and line number for the funds commitment in Funds Management

The financing amounts on the account assignment objects are converted to percentages and saved in the Funding (FUND) table in the payroll result along with the information mentioned using account assignment objects and funds commitment.

In the example, the expenditure type A001 is 100% financed from the account assignment objects funds center S1, commitment item Salaries and fund F1.
3. Evaluating the Payroll Results

When evaluating the payroll results for posting to Accounting, the system uses the settings in Customizing to determine which expenditure type every expenditure wage type is assigned to that exists in the Results table (RT) in the payroll result for the employee and should be taken into consideration when posting. The Financing (FUND) table in the payroll result for an employee is used to determine with which account assignments from Funds Management these expenditure types were financed and which document and line number the funds commitment created by Position Management in Funds Management has. These account assignments from Funds Management and the document and line number of the funds commitment are given as account assignment information when posting the expenditure wage types to Accounting.
Process Flow for Integrated Position Management

In the example, the expenditure wage type M020 Monthly salary has an amount of 2,125 according to the Results Table (RT). The expenditure type A001 is assigned to this wage type in Customizing. The Financing (FUND) table is used to determine that the expenditure type A001 was financed with the account assignment objects; funds center S1, funds commitment Salaries and fund F1. This information, as well as the document and line number of the funds commitment is contained in the posting document created by posting to Accounting.

4. Posting to Accounting

When posting to Accounting, an actual posting to the account assignment objects specified in the posting document takes place in Funds Management. The funds commitment is reduced by the amount of the actual posting.

In the example, the actual posting to the account assignment objects; funds center S1, funds commitment Salaries and fund F1, takes place in Funds Management. As the amount of the actual posting (2,125) is higher than the funds commitment (2,000), the funds commitment is reduced completely.

See also:
Payroll with Position Management [Seite 577]
Posting with Position Management [Seite 579]
Payroll with Position Management

Purpose

If integration of *Position Management* (PA-PM) to *Funds Management* (FI-FM) is activated, the following process takes place in *Payroll*. 

Process Flow

During payroll, the person’s financing for the period of every payroll period processed is read from *Position Management* (PA-PM). In the process, percentages are calculated from the financing amounts from the account assignment objects in *Funds Management* (FI-FM), resulting in 100% for each financed expenditure type.

Even if the budget provided only partially covers the financing required, this is also converted to a total of 100%.

**Example 1**

<table>
<thead>
<tr>
<th>Financing required:</th>
<th>2,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financing from account assignment objects in Funds Management (funds center S1, commitment item <em>Salaries</em>, fund F1)</td>
<td>1,000 = 100 %</td>
</tr>
</tbody>
</table>

**Example 2**

<table>
<thead>
<tr>
<th>Financing required:</th>
<th>2,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financing from account assignment objects in Funds Management (funds center S1, commitment item <em>Salaries</em>, fund F1)</td>
<td>750 = 75%</td>
</tr>
<tr>
<td>Financing from account assignment objects in Funds Management (funds center S2, commitment item <em>Salaries</em>, fund F2)</td>
<td>250 = 25%</td>
</tr>
</tbody>
</table>

A **WPBP-Split [Extern]** takes place if financing is not provided for the whole of the payroll period, or financing changes within the payroll period.

Financing is stored in the table *Financing* (FUND) in the payroll results for every WPBP period. This table contains the following data for every WPBP period and every expenditure type that was financed in *Position Management*:

- The *Funds Management* account assignment (funds center, commitment item and funds), used to finance the employee
- Document number and line of the funds commitment created because of the financing in *Position Management* in *Funds Management*.
- Percentage used to fund the expenditure type for the employee in this WPBP period using these *Funds Management* account assignment objects (the total of all percentages for each expenditure type and WPBP period is always 100%)
Payroll with Position Management

- Whether the expenditure type financed is basic pay financing

The financing (FUND) table is stored in the payroll results.

If a person's basic pay is not financed in a period of the payroll period, the system informs you of this during the payroll run.

In Customizing for Personnel Management, you can make settings for the message to be displayed and the relevant system reaction with reference to payroll in Customizing for Personnel Management, under Position Management → Integration → Determining Funds Required → Defining the Process Flow for Payroll Simulations → Define System Reactions for Payroll.

The following reactions are possible:

<table>
<thead>
<tr>
<th>Set system reactions</th>
<th>Message in payroll log</th>
<th>Consequences for payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information (I)</td>
<td>No message</td>
<td>The Financing (FUND) table does not contain any account assignment objects, but only contains an entry in which the Basic pay-financing indicator is set.</td>
</tr>
<tr>
<td>Warning (W)</td>
<td>“The expenditure type Basic pay is not financed without gaps”.</td>
<td>The Financing (FUND) table does not contain any account assignment objects, but only contains an entry in which the Basic pay-financing indicator is set.</td>
</tr>
<tr>
<td>Error message (E)</td>
<td>“The expenditure type Basic pay is not financed without gaps”.</td>
<td>The non-financed person is rejected in the payroll run. You must have created basic pay financing before payroll can be performed for the person.</td>
</tr>
</tbody>
</table>
Posting with Position Management

Purpose

If integration of Position Management (PA-PM) to Funds Management (FI-FM) is activated, the following process takes place in posting to Accounting.

Prerequisites

If a wage type is posted as an expense, you must have specified which expenditure type is used for the accompanying financing in Position Management in Payroll Customizing, under Reporting for Posting Payroll Results to Accounting → Special Scenarios → Integration of HR Funds and Position Management → Assign Expenditure Types to Wage Types.

Process Flow

When evaluating the payroll results for posting to Accounting, the system uses Customizing to determine the expenditure type assigned to every wage type that is to be posted as an expense. It uses this expenditure type and the WPBP split [Extern] of the wage type to determine which financing should be used from the Financing (FUND) table in the payroll results.

The relevant posting items contain the information obtained. The subsequent posting then uses up the funds commitment specified in the Financing (FUND) table in Funds Management and creates an actual posting to the Funds Management account assignment stored in the Financing (FUND) table.

If the expenditure type is financed proportionally from several Fund Management account assignments, the wage type amount is distributed to these account assignments based on the portions. Any rounding off differences are added to the greatest share.

If a different Funds Management account assignment was specified in one of the infotypes in which a cost assignment can be specified, this Funds Management account assignment is copied from the table Cost Distribution from Various Infotypes (C1) when posting the relevant expense. The Funds Management account assignment from the Financing (FUND) table is not taken into consideration for this posting. Moreover, the funds commitments are not used up in this expense posting.

For a list of the most important infotypes in which you can specify a cost assignment, see Posting-Relevant Information from Master Data, Time Data and Organizational Management [Seite 479].

If a cost distribution to several CO account assignments was specified in the Cost Distribution infotype (0027), all the CO account assignments are multiplied with the calculated percentages of the financing from Position Management.

Cost center/funds center distribution

Financing of 1,000 takes place using the following account assignment objects from Funds Management.
Posting with Position Management

**Account assignment 1**: Funds center S1, commitment item *Salaries*, fund F1.
(Amount: 500)

**Account assignment 2**: Funds center S2, commitment item *Salaries*, fund F2.
(Amount: 500)

The *Financing* table (FUND) thus shows 50% for account assignment 1 and 50% for account assignment 2.

However, a cost distribution of 40% is entered in the *Cost Assignment* infotype (0027) for the cost center HR-01. The other 60% are posted to the employee’s master cost center (HR-ALL) from the *Organizational Assignment* (0001) infotype.

A wage type with the amount of 1,000 was posted accordingly in the following way:

<table>
<thead>
<tr>
<th>Cost center</th>
<th>FM account assignment</th>
<th>Multiplication</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR-ALL</td>
<td>1</td>
<td>1,000 x 60 % x 50 %</td>
<td>300</td>
</tr>
<tr>
<td>HR-ALL</td>
<td>2</td>
<td>1,000 x 60 % x 50 %</td>
<td>300</td>
</tr>
<tr>
<td>HR-01</td>
<td>1</td>
<td>1,000 x 40 % x 50 %</td>
<td>200</td>
</tr>
<tr>
<td>HR-01</td>
<td>2</td>
<td>1,000 x 40 % x 50 %</td>
<td>200</td>
</tr>
</tbody>
</table>

💡

The documents in *Controlling* and in *Funds Management* contain summarized information:

In the *Controlling* document in the example, only the allocation to both the cost centers HR-ALL (amount: 600) and HR-01 (amount: 400) would appear. A prerequisite for this is that you have made the relevant settings for the reference procedure HRPAY in Customizing for *Controllings* under *General Controlling* → *Document Summarization for External Accounting Documents* [Extern].

Only the allocation to both the account assignments 1 and 2 (an amount of 500 respectively) would appear in the *Funds Management* document.
Special Cases of Integration between Funds Management and Position Management

If integration of Position Management (PA-PM) to Funds Management (FI-FM) is activated, the following special cases can occur when posting to Accounting.

Special Case 1: Missing Financing for an Expenditure Type

If a wage type is assigned to an expenditure type that was not directly financed or was not financed using a position in Position Management in the period in question, there are no entries for this expenditure type and WPBP period in the Financing (FUND) table. In this case, the system attempts to determine a substitute account assignment by determining the default account assignment of the integration of Funds Management/Position Management from Funds Management. You define the substitute account assignment for each FM area and fiscal year in Payroll Customizing, under Reporting for Posting Payroll Results to Accounting → Special Scenarios → Integration of HR Funds and Position Management → Define Posting Collector.

Two-Step Substitution Concept

The system determines the substitute account assignment for wage types that are assigned to an expenditure type, that were not directly financed or were financed using a position in Position Management in the relevant period, in the following way:

1. The system first of all attempts to derive the substitute account assignment from the basic pay financing. If basic pay is financed in the relevant period (that means, there is financing with the Basic pay indicator for this period in the Financing (FUND) table in the payroll results), a substitute account assignment is derived from the Funds Management account assignment for this financing. The system derives the substitute account assignment using the Customizing settings from posting to Accounting named above. The non-financed expense is posted with this substitute account assignment. If basic pay is financed proportionally, the wage type amount with the non-financed expenditure type is distributed proportionally to the substitute account assignments determined in this way.

2. If basic pay is also not financed, the system determines the default account assignment without financed basic pay as the substitute account assignment in a second step, which you have stored in Customizing for posting to Accounting as described above. The account assignment objects stored in this position are used to post the wage type.

When using a substitute account assignment, the funds commitment is not used up when posting. Only an actual posting takes place.

If the system is not able to determine a substitute account assignment or if incorrect account assignment objects are stored (for example, funds whose financing purpose has come to an end), the posting document contains an error message. The posting document has the status Documents incorrect.

Special Case 2: Retroactive Accounting and Substitution

When posting a retroactive accounting run the amounts on the Funds Management account assignments are reversed that were previously posted to. This also applies if the substitute account assignment is posted to because of an incorrect financing. A prerequisite for this is, however, that you have not changed Customizing for the substitute account assignment in the meantime.
Special Cases of Integration between Funds Management and Position Management

If the system posted to the substitute account assignment of the FM area in the previous month because of a lack of basic pay financing and the person was subsequently financed in Position Management, when posting retroactive accounting runs in the subsequent month, the previous month's amount is reversed on the substitute account assignment and the (possibly changed) amount is posted to the Funds Management account assignment of the financing now stored in Position Management. In this case, the prerequisite that you have not, in the meantime, changed Customizing for the substitute account assignment, also applies.

Special Case 3: Fund whose Financing Purpose Has Come To An End

If the system can no longer post to the fund of the Funds Management account assignment to be used because it's financial purpose has expired (for example, in the case of a retroactive accounting run), the system deletes the fund from the relevant document line of the posting document (a fund is not given for the posting). This does not apply if the fund originates from the default account assignment that you have stored in Customizing for posting to Accounting as described above. The system documents deletion of the fund from the document line in the posting document.

Special Case 4: Funds Commitment with Completed Indicator

If, when posting, the system determines that the funds commitment to be used up in Funds Management is indicated as being completed (this can particularly occur in the case of retroactive accounting runs for the last fiscal year), this funds commitment number is deleted from the relevant document line of the posting document. This only causes the actual posting to be made in Funds Management, without using up a funds commitment in the process. The system documents deletion of the funds commitment number from the document line in the posting document.
Providing Data for Personnel Cost Planning

Use

You can use the program Posting to Accounting: Create Posting Run (Report RPCIPE00) to provide Cost Planning with data based on existing or simulated payroll results.

Procedure

1. Choose Human Resources → Payroll → Subsequent activities → Per payroll period → Posting to Accounting → Execute posting run.

2. To select the payroll period, enter the payroll area and choose ✔.
   
   The current payroll period is displayed.
   
   If you want to evaluate a different payroll period to the current period, choose Other period and enter the period you require.

3. Make the necessary entries in the Selection group. Entering the payroll area usually makes the selection.

4. In the Run attribute group box, choose the relevant Type of document creation.
   
   – If you want to provide Cost Planning with data based on payroll results that exist, you have the possibility of using all types of document creation.
   
   – If you want to provide Cost Planning with data based on simulated payroll results, you must enter a T (test run) in the Type of documentation field.

5. Choose Cost Planning (in the Run attribute group box)

6. Set the Cost planning data indicator in the Cost Planning dialog box. If you want to provide Cost Planning with data using simulated payroll results rather than existing ones, set the Simulate payroll indicator and specify the appropriate payroll program and, if necessary, a report variant.

7. In the dialog box, choose Cost Planning ✔.

8. Choose ✔.

Result

Cost planning is provided with the data from Payroll. For more information, see Personnel Cost Planning [Extern].
Troubleshooting

You can use the Troubleshooting section to get help in unexpected situations when posting to Accounting:

- Posting run cancelled with status "selection running" [Seite 585]
- Personnel numbers not selected or rejected [Seite 586]
- Accounting documents were not created [Seite 587]
- Posting run is missing in posting run overview [Seite 588]
- Resetting the reversal after termination [Seite 589]
Posting Run Cancelled with Status "Selection Running"

Use

During creation, a posting run has the status *Selection running*. If the creation of a posting run was cancelled after the payroll results for individual personnel numbers had already been selected, the posting run thus retains the status *Selection running*.

To be able to create a new posting run, you must remove the selection of the payroll results. You do this by deleting the posting run.

Procedure

You delete [Seite 514] the posting run.

Result

By deleting the posting run, you have removed the selection of the payroll results for personnel numbers already processed. You can now create a new posting run.

Troubleshooting [Seite 584]
Personnel Numbers not Selected or Rejected

Use

If personnel numbers were not selected or were rejected when creating a live posting run, you can subsequently select these personnel numbers for evaluation.

Procedure

You have two different options for selecting personnel numbers for evaluation that were not selected or were rejected.

Creating a New Posting Run for All Personnel Numbers

1. Remove the cause of the error stated in the log.
2. Delete the posting.
3. Create a new posting run.

Creating a Separate Posting Run for the Personnel Numbers Skipped

1. Remove the cause of the error stated in the log.
2. Create a new posting run. When doing so, enter the same parameters in the selection screen that you entered when creating the first posting run.

   The payroll results already contained in another live posting run are not evaluated a second time. Only the payroll results for the skipped personnel numbers or for the personnel numbers not selected are included in a separate posting run.

Result

The payroll results for the personnel numbers that were not selected or were skipped are now included in a live posting run.

Troubleshooting [Seite 584]
Accounting Documents Were not Created

Use
If the system has not created any corresponding accounting documents after posting the posting documents in the Accounting components, this can be due to various errors.

Procedure
- First of all, check the status and the history of the posting run in the posting run overview. In this way, you can check if you have actually performed all the steps for posting to Accounting.

  The posting run must have the status Documents posted or (in distributed systems) the status Documents transferred. If the posting run has a different status, it has not yet been posted.

- If you use ALE technology and the posting run has the status Documents transferred, check the status of the Idoc created in the HR system and sent to the AC system with the help of the Idoc list [Extern]. If the Idocs were processed correctly, check the status of the posting [Extern] in the AC system.

- If you do not use ALE technology and the run has the status Documents posted, check the status of the posting.

Troubleshooting [Seite 584]
Posting Run is Missing in the Posting Run Overview

Use
After you have posted, reversed, deleted or archived the posting documents for a posting run, the posting run is no longer displayed in the posting run overview. This is due to a filter that is set in the standard system.

Procedure
If you want to display posting runs in the posting run overview whose posting documents were posted, reversed, deleted or archived, choose Edit → Filter → Delete filter in the posting run overview.

See also:
Setting and Deleting Filter [Extern]

Result
The posting runs required are displayed in the posting run overview. The standard settings are not changed by this procedure. For more information, see layouts [Extern].

Troubleshooting [Seite 584]
Resetting the Reversal after Termination

Use

In certain situations, the reversal of posting documents may be cancelled with an error. This may, for example, occur in the following situations:

- The specified posting date is in a posting period that is already closed.
- At the time of the reversal, the posting of the original document had not been completed.
- Account assignment objects (for example, cost centers) which were posted to in the original document are closed at the time of the reversal.
- Posting items that were created by the original document are already cleared at the time of the reversal (for example to customer and vendor accounts).

If the reversal is cancelled with an error, the relevant posting run gets the status *Reversal documents incorrect*. In this case, you must check the incorrect reversal documents and reverse the reversal that went wrong to be able to reverse the posting documents a second time.

If the reversal is cancelled not because of an error but for example, for technical reasons, the posting run in question can have one of the following statuses:

- Reversal document creation is running
- Reversal documents created
- Reversal is running

In this case, it is not necessary to perform the steps for checking the incorrect reversal documents specified below. Only perform the steps that are required to reverse the incorrect reversal.

Procedure

Checking Incorrect Reversal Documents

1. Go to the document overview for the relevant posting run.
2. Select the posting documents that have the status *incorrect (Reversal)* and choose 📊.
   The document display is displayed.
3. Read the error messages that were created for the incorrect reversal documents and remove the cause of the error.

Cancelling Incorrect Reversal

1. Go to the overview of posting runs.
2. Select the posting run that contains the incorrect reversal documents.
3. Choose *Edit → Reversal → Reset the reversal after termination.*

Result

The posting run was returned back to the same state as it had after the posting documents to be reversed were posted. It can be reversed again.
Resetting the Reversal after Termination

The incorrect reversal documents get the status Reversal reset. You no longer have an influence on Posting to Accounting.

Troubleshooting [Seite 584]
Reporting Philippines

Purpose
The Reporting component comprises numerous reports required by Philippine law as well as additional reports used for other business purposes. These reports can be used to evaluate payroll data and to ensure compliance with government regulations. Further reports can be generated using a query in conjunction with a Philippine-specific infotype.

Implementation Considerations
Every effort is made to guarantee the legal compliance of all statutory reports. However, as the laws affecting reports change, you must verify and ensure compliance by performing all necessary configuration steps. For example, some reports use forms that you must configure in Customizing for Payroll Philippines to generate the data required by law.

Integration
Payroll reports access information from numerous HR infotypes and evaluate data from the payroll results cluster.

Features
SAP HR Payroll Philippines comprises reports that are used for each payroll period and at the end of the financial year. The reports are often used to generate forms that are issued to government authorities and employees or kept as company records. The SAP HR Payroll Philippines component comprises reports used in the following areas:

- Taxation
- Social Security System (SSS)
- Home Development Mutual Fund (HDMF)
- PhilHealth (NHIP)
- 13th month and advance payment processing
- End-of-year processing
Tax Reporting

Use
This function lets you display and print a number of reports that provide tax information. The reports can be used to evaluate tax data and to ensure compliance with government regulations.

Integration
You must configure the Taxation [Extern] and the Company Details for Reporting Purposes [Extern] sections of Customizing for Payroll Philippines.

Every effort is made to guarantee the legal compliance of all statutory reports. However, as the laws affecting reports change, you must verify and ensure compliance by performing all necessary configuration steps.

Prerequisites
You must have run payroll for your employees and have payroll results. For some reports, you may have to maintain specific infotypes first.

Features
The Taxation component comprises the following reports that provide tax data in line with Philippine legal and business requirements:

- Tax Monthly Remittance Reports [Seite 593]
- End-of-Year Statement Reports [Seite 594]
- Alpha List Reports [Seite 598]
Executing Tax Monthly Remittance Reports

Use
This is a periodic, non-statutory report that lists the following tax details for your employees:

- Employee names in alphabetical order
- Tax ID numbers
- Tax exemption statuses
- Year-to-date tax figures

The report is generally used to verify tax data and check year-to-date tax payments.

Prerequisites
You must have run payroll successfully for your employees and have correct tax figures in your payroll results.

Procedure
5. Choose Human Resources → Payroll → Asia/Pacific → Philippines, then Subsequent activities → Per payroll period, and then Lists/statistics → Tax reports → Monthly tax remittance.

   The Tax Report screen appears.

6. Enter a personnel number or a range of personnel numbers.
   Or
   Enter a company code or range of company codes.
   Or
   Enter a payroll area or a range of payroll areas.

7. Enter the calendar month and the calendar year.

8. Choose Program → Execute.

Result
The Withholding Tax from Compensation report appears listing the tax details for the personnel numbers, company code, or payroll area you have chosen.

See also:
Printing Reports [Seite 620]
End-of-Year Statement Reports

Use

Employers are required by the Bureau of Internal Revenue (BIR) to issue a *Certificate of Income Tax Withheld on Compensation* to employees at the end of the financial year.

The *End-of-Year Statement BIR 2316* report reads the end-of-year payroll results stored in the cumulated results table (CRT) and writes your employees' income, benefits, deductions, tax withheld, tax adjustments and other tax information to the *Certificate of Income Tax Withheld on Compensation* for issue to employees.

Integration

To generate the *Certificate of Income Tax Withheld on Compensation*, the program reads data from the *Personal Data* (0002), *Addresses* (0006), and the *Taxation Philippines* (0411) infotypes.

💡

In the *Personal Data* infotype (0002), the *Second Name* field is used to store employee middle names in the Philippines.

In addition, the program accesses tax and salary data stored in the cumulated results table (CRT) in the last payroll run of the financial year. After the form has been generated, the program automatically updates the year of the latest form issued in the *Taxation Philippines* infotype.

Prerequisites

You must have end-of-year payroll results in the cumulated results table and you must have configured a destination printer.

You must have entered previous employer details where applicable.

Features

The *End-of-Year Statement BIR 2316* program (HPHEOYT0) processes the information to go on the *Certificate of Income Tax Withheld on Compensation* as follows:

- Personal data including employee name and address
- Dates of the current financial year
- Cumulated results of non-taxable income, that is, exemption amounts for the employee's tax status, 13th month pay and other benefits, Social Security System (SSS) contributions, and Pag-IBIG contributions
- Cumulated results of taxable income, that is, all forms of compensation subject to tax including compensation received from a previous employer in the financial year
- Tax due and withheld. The program compares the employee's taxable income to a tax table to determine whether the employee must pay additional tax or be reimbursed for overpayment of tax.

You can display the information and print it to the *Certificate of Income Tax Withheld on Compensation*. In addition, you can print a test copy without updating the *Taxation Philippines* infotype, print to plain paper or a pre-printed form as well as reissue the form if necessary.
See also:
Executing End-of-Year Statement Reports [Seite 596]
Printing Reports [Seite 620]
Executing End-of-Year Statement Reports

Prerequisites
You must have run payroll successfully for each payroll period in the financial year and have end-of-year payroll results in the cumulated results table (CRT).

Procedure
10. Choose Human Resources → Payroll → Asia/Pacific → Philippines, then Subsequent activities → Annual, and then Lists/statistics → BIR 2316 income certificate. The End-of-Year Statement BIR 2316 screen appears.
11. In the Current period or Other period field, enter the period number and year.
12. To run the report for one or a range of employees, enter the relevant personnel number(s).
   Or
   To run the report for all employees, leave the Personnel number fields blank.
13. To run the report for one or more payroll areas, enter the relevant payroll area(s).
   Or
   To run the report for all payroll areas, leave the Payroll area field blank.
14. In the Tax year field, enter the tax year for which you want to issue BIR form 2316 to your employees.
   The program automatically enters default dates in the From and To fields. If necessary, you can overwrite the default dates.
15. In the Form name field, enter the name of the form you want to print.
16. To print a test copy of BIR form 2316, select the Test run (no update) field.
   Or
   To print BIR form 2316 onto plain paper as opposed to a pre-printed form, select the Plain paper printing field.
   Or
   To reissue BIR form 2316 to an employee, select the Reissue field.
17. Enter the name of the destination printer
18. Choose Program → Execute.

Result
The program displays the results and writes the data to a spool request that can be printed from the spooler. Spool requests remain in the spooler after printing to let you re-print the report if necessary.
You cannot retrieve reports after they have been deleted from the spooler. If you delete a spool request, to view the report, reissue the form.

See also:

Printing Reports [Seite 620]
Alpha List Reports

Use
The Alpha List report generates an alphabetical list of employees who have paid tax in line with Philippine Revenue Regulations 4 - 93. The report divides the information into the following categories:

- Employees with no previous employers during the financial year
- Employees with previous employers during the financial year
- Employees terminated before the end of the financial year

Integration
To generate the Alpha List report, the program reads data from the Actions (0000), Personal Data (0002), Addresses (0006), and the Taxation Philippines (0411) infotypes.

In the Personal Data infotype (0002), the Second name field is used to store employee middle names in the Philippines.

In addition, the program accesses tax and salary data stored in the cumulated results table (CRT) in the last payroll run of the financial year.

Prerequisites
You must have end-of-year payroll results in the cumulated results table, and you must have configured a destination printer.

You must have entered previous employer details where applicable, and have correctly configured wage types used on the Alpha List report.

Features
The Alpha List program (HPHRALP0) processes information that appears on the Alpha List report. The program:

- Determines the tax refund for year-end adjustments
  On the Alpha List report, the year-end adjustment field is divided into two columns. If the amount of tax due from January to December is greater than the amount of tax withheld from January to November, the program writes the difference to the Amount Withheld and Paid for December column. If the amount of tax due from January to December is less than the amount of tax withheld from January to November, the program writes the difference to the Over Withheld Tax Refunded to Employee column.

- Calculates the amount of tax withheld and reflected in the Certificate of Income Tax Withheld on Compensation
  The amount of tax reflected in the Certificate of Income Tax Withheld on Compensation depends on the year-end adjustment. If an additional amount must be withheld for December, the program adds the amount to the tax withheld from January to November. If an overpayment in tax must be refunded to the employee, the program reduces the amount from the tax withheld from January to November.
• Calculates the period of employment for employees terminated before the end of the financial year

The Alpha List report for employees terminated before the end of the financial year is based on the report format for employees with no previous employers in the year except that there is an additional column for the period of employment. The period of employment is calculated from the hiring date to the termination date in the Actions infotype (0000).

• Generates Alpha List reports on compensation

The report can be issued for all employees, terminated employees and non-terminated employees. It lists the employees’ personal details, employer details, employment period, compensation amounts, total compensation, exemption amount, tax due and withheld, the amount paid for December, and any amount to be refunded.

See also:

Executing Alpha List Reports [Seite 600]

Printing Reports [Seite 620]
Executing Alpha List Reports

6. Choose Human resources → Payroll accounting → Asia/Pacific → Philippines, then Subs. activities → Annual, and then Lists/statistics → Alpha list report.

    The Alpha List Report screen appears.

7. To run the report for one or more employees, enter the relevant personnel number(s), company code(s) or payroll area(s).

    Or

    To run the report for all employees, leave the Personnel number, Company code, and Payroll area fields blank.

8. In the Reporting year field, enter the year for which you want to issue the alpha list form.

9. To run the report for all employees, select the All employees field.

    Or

    To run the report for active employees, select the Non-terminated employees only field.

    Or

    To run the report for terminated employees, select the Terminated employees only field.

10. Choose Program → Execute.

**Result**

The program displays the results and writes the data to a spool request that can be printed from the spooler. Spool requests remain in the spooler after printing to let you re-print the report if necessary.

**See also:**

Printing Reports [Seite 620]
SSS Reporting

Use
This function enables you to display and print a number of reports that provide Social Security System (SSS) information. The reports can be used to evaluate SSS data, to ensure compliance with government regulations, and to perform statutory reporting.

Integration
You must configure the Social Security SSS [Extern] and the Company Details for Reporting Purposes [Extern] sections of Customizing for Payroll Philippines.

Every effort is made to guarantee the legal compliance of all statutory reports. However, as the laws affecting reports change, you must verify and ensure compliance by performing all necessary configuration steps.

Prerequisites
You must have run payroll for your employees and have payroll results. For some reports you may have to maintain specific infotypes first.

Features
The Social Security System (SSS) component comprises the following reports that provide SSS data in line with Philippine legal and business requirements:

Monthly/Quarterly SSS Reports [Seite 602]
SSS EDINet Reports [Seite 603]
Executing Monthly/Quarterly SSS Reports

Use

Employers are required to submit SSS contribution reports to the Social Security System (SSS) on a monthly and quarterly basis.

The **SSS Monthly Contribution (R-5)** report lists the following contribution data by cost center:

- Breakdown of employer SSS and EC (employee compensation) contributions
- Grand totals for employer contributions
- Breakdown of employee SSS contributions
- Grand totals for employee SSS contributions

The **SSS Quarterly Contribution List** report lists employee SSS numbers and the combined contributions for SSS and EC by personnel number and month.

Prerequisites

You must have run payroll successfully for your employees, and have correct SSS contribution figures in your payroll results.

Procedure

4. Choose **Human Resources → Payroll → Asia/Pacific → Philippines**, then **Subsequent activities → Per payroll period**, and then **Lists/statistics → SSS reports → Monthly/quarterly contributions**.

   The **Social Security Report** screen appears.

5. To run the report for one or more employees, enter the relevant personnel number(s), company code(s) or payroll area(s).

   Or

   To run the report for all employees, leave the **Personnel number**, **Company code**, and **Payroll area** fields blank.

4. To run the **SSS Monthly Contribution (R-5)** report, select the **Monthly contribution report** field, and enter the month and year for which you want to generate the report.

   Or

   To run the **SSS Quarterly Contribution List** report, select the **Quarterly contribution report** field, and enter the quarter and year for which you want to generate the report.

5. Execute the report.

See also:

**Printing Reports [Seite 620]**
SSS EDINet Reports

Use

Employers enrolled in the SSS EDINet Program are required by the Social Security System (SSS) to submit a Monthly Contribution List (MCL) outlining employee SSS contribution details. The SSS EDINet Program enables employers to submit the Monthly Contribution List electronically through EDINet service providers.

Prior to submitting the Monthly Contribution List, employers enrolled in the SSS EDINet Program must additionally submit an Employee Pre-Validation File (EPF). The Employee Pre-Validation File is sent through the Internet to the EDINet service provider to enable the social security system to validate the data prior to employers submitting the Monthly Contribution List.

This function enables you to generate the Monthly Contribution List and the Employee Pre-Validation File for transfer to the social security system using EDINet.

Currently the SSS EDINet report does not cover expatriate employees.

Integration

To generate the Monthly Contribution List and the Employee Pre-Validation File, the SSS EDINet program reads employee data entered in the Actions (0000), Organizational Assignment (0001), Personal Data (0002), Payroll Status (0003), and Social Security Philippines (0422) infotypes.

In addition, the program reads the values stored against the technical wage types:

<table>
<thead>
<tr>
<th>Wage Type Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/310</td>
<td>SSS Employee Contribution</td>
</tr>
<tr>
<td>/311</td>
<td>SSS Employer Contribution</td>
</tr>
<tr>
<td>/312</td>
<td>SSS Employee Compensation by Employer</td>
</tr>
</tbody>
</table>

Your customer-specific SSS wage types must be configured to cumulate into these technical wage types to facilitate SSS reporting.

Prerequisites

You must have run the last payroll run of the calendar month, and have exited the payroll control record.

Features

The SSS EDINet program (HPHREDI0) enables you to:

- Display the number of employees in the file, employer and employee SSS contributions, EC (employee compensation) contributions, grand totals for both SSS and EC contributions, and processing errors for specific personnel numbers and company codes
- Download Employee Pre-Validation Files to the application server, network drive, or local hard drive to:
SSS EDINet Reports

- Display the employee names, SSS numbers and birth dates to be transferred to the social security system
- Manually upload Employee Pre-Validation Files for transfer to the SSS using EDINet service providers

- Download the Monthly Contribution List to the application server, network drive, or local hard drive to:
  - Display the employee names, SSS numbers, employee and employer SSS contribution totals, EC contribution totals, hiring and termination dates
  - Manually upload the Monthly Contribution List for transfer to the SSS using EDINet service providers

To ensure that all authorized personnel can access the Monthly Contribution List and Employee Pre-Validation File, SAP recommends that you save the relevant files to an application server directory or network drive with additional security, and not to a local hard drive.

In addition, SAP recommends that you use logical file names when downloading Monthly Contribution Lists and Employee Pre-Validation Files to the relevant directory. Logical file names are configured by Basis project team members and ensure that the files are always downloaded to the correct directory. If you do not know the logical file name, ask a Basis project team member.

See also:
Executing SSS EDINet Reports [Seite 605]
Executing SSS EDINet Reports

5. Choose Human Resources → Payroll → Asia/Pacific → Philippines, then Subsequent activities → Per payroll period, and then → Lists/statistics → SSS reports → SSS EDINet.

   The PY-PH: SSS EDINet screen appears.

6. To run the report for one or more employees, enter the relevant company code(s).
   Or
   To run the report for all employees, leave the Personnel number, Company code, and Payroll area fields blank.

9. In the Contribution Reports section, enter the calendar month and year for which you want to run the report.

10. In the File Details section, define whether you want to generate the Monthly Contribution List or the Employee Pre-Validation File, and enter a reference number in the Doc. no. field so that you can track the file.

11. To save the file to a preconfigured directory, enter the logical file name in the File name field.
   Or
   To save the file to your local hard drive, enter the path and name of the local directory in the Path/directory field.

   To ensure that all authorized personnel can access the Monthly Contribution List and Employee Pre-Validation File, SAP recommends that you save the relevant files to an application server directory or network drive with additional security, and not to a local hard drive.

12. To detect processing errors before you download the Monthly Contribution List or Employee Pre-Validation File to the relevant directory, select the Test field.

13. To download the Monthly Contribution List or the Employee Pre-Validation File to the relevant directory, select the PC file field.

14. Execute the report.

Result

The system issues a message stating that the file was created successfully. You can now open the file on the relevant directory and upload it to your SSS EDINet program for transfer to the EDINet service provider.

The SSS EDINet report is designed to be transferred to the SSS using EDINet. It is not designed for printing.

Regardless of whether you generate the Monthly Contribution List or the Employee Pre-Validation File, the system always displays the following data:
Executing SSS EDINet Reports

- Number of employees in the file
- Personnel numbers
- Company codes
- Breakdown of employer and employee SSS contributions
- Breakdown of EC (employee compensation) contributions made by the employer
- Grand totals for both the SSS contributions and the EC contributions
- Processing errors, for example, missing payroll results for an employee or corrupt files

The *Monthly Contribution List* that is downloaded to the relevant directory contains the following data for the month being processed:

- Employee names
- SSS numbers
- Employee and employer SSS contribution totals
- EC contribution totals
- Hiring and termination dates

The *Employee Pre-Validation File* that is downloaded to the relevant directory contains the following data for the month being processed:

- Employee names
- SSS numbers
- Birth dates
HDMF/Pag-IBIG Monthly Remittance Reporting

Use

It is a legal requirement for companies to submit a monthly remittance report listing employer and employee premium contributions to the Home Development Mutual Fund (HDMF).

This function enables you to:

- Display and print the *HDMF Membership Registration/Remittance Form*
- Evaluate Pag-IBIG contribution data
- Perform statutory HDMF/Pag-IBIG reporting

Integration

You must configure the *Home Development Mutual Fund [Extern]* and the *Company Details for Reporting Purposes [Extern]* sections of Customizing for *Payroll Philippines*.

Every effort is made to guarantee the legal compliance of all statutory reports. However, as the laws affecting reporting change, you must verify and ensure compliance by performing all necessary configuration steps.

Prerequisites

You must have run payroll successfully for your employees, and have correct Pag-IBIG contribution figures in your payroll results.

Features

The *HDMF Membership Registration/Remittance Form* program (HPHRHDM0) generates the following data for transfer to the HDMF:

- HDMF membership numbers
- Employee first, middle, and last names
- Employee birth dates
- Employer and employee Pag-IBIG contributions
- Grand totals for all Pag-IBIG contributions

See also:

*Executing HDMF/Pag-IBIG Reports [Seite 608]*
Executing HDMF/Pag-IBIG Reports

6. Choose Human Resources → Payroll → Asia/Pacific → Philippines, then Subsequent activities → Per payroll period, and then → Lists/statistics → HDMF/Pag-IBIG reports → Monthly remittance.

   The HDMF Membership Registration/Remittance Form screen appears.

7. To run the report for one or more employees, enter the relevant personnel number(s), company code(s) or payroll area(s).

   Or

   To run the report for all employees, leave the Personnel number, Company code, and Payroll area fields blank.

5. Enter the calendar month and year for which you want to run the report.

6. Execute the report.

See also:

Printing Reports [Seite 620]
PhilHealth (NHIP) Reporting

Use
It is a legal requirement for companies to submit a quarterly remittance report to the Philippines Health Insurance Corporation summarizing monthly PhilHealth contributions.

This function enables you to generate the Employer Quarterly Remittance Report RF-1 as well as a monthly report for business purposes.

Integration
Project teams must configure the PhilHealth NHIP [Extern] and the Company Details for Reporting Purposes [Extern] sections of Customizing for Payroll Philippines.

To generate the required data, the PhilHealth Report RF-1 program (HPHRNHIP0) reads the Actions (0000), Organizational Assignment (0001), Personal Data (0002), Payroll Status (0003), SSS Philippines (0422), and PhilHealth Philippines (0596) infotypes.

In addition, the program reads the values stored against the technical wage types:

| /313 | Employee NHIP contribution |
| /314 | Employer NHIP contribution |

Prerequisites
You must have run payroll for your employees and have payroll results.

Features
The PhilHealth Report RF-1 program enables you to display, print, and download the Employer Quarterly Remittance Report RF-1. The report displays the following data:

- Employer details including tax identification number, and PhilHealth number
- Employee details including hiring or termination date, employment status, average monthly salary, personal share for the month, and contribution for the month
- Monthly PhilHealth contributions for each employee
- Quarterly PhilHealth contributions for each employee
- Cumulated contribution totals

In addition, you can display and print this data on a monthly basis for business reporting purposes.

You can generate the report by personnel number, personnel area, personnel subarea, payroll area, and cost center each month or quarter. The company grouping (that is, the PhilHealth grouping) must also be included in the selection criteria as it identifies the employer’s PhilHealth number.

When you generate the Employer Quarterly Remittance Report RF-1, you must enter the issue date of the PhilHealth bank receipt (PBR) and a PBR number for each month in the quarter. You can download the file to diskette by selecting the Download field and specifying a file name and directory.
PhilHealth (NHIP) Reporting

Activities

If your employees' employment dates fall within the period specified for the report, PhilHealth details must be reported in the Employer Quarterly Remittance Report RF-1.

To ensure that a report is generated for all the relevant employees, the PhilHealth Report RF-1 program:

2. Checks that each employee has a valid payroll period against his or her control record. If an employee does not, the program issues an error message. If the program finds a payroll period, it checks whether there are any payroll results against the last payroll period of the month.

3. If there are no payroll results for the month in question, the program checks all previous payroll periods for the valid month-to-date amount.

4. If there are no results for the payroll periods checked, the program issues an error message and does not include the employee in the quarterly report. If payroll results have been found, it issues a report for the employee.

See also:

Executing PhilHealth Report RF-1 [Seite 611]
Executing PhilHealth Remittance RF-1 Reports

Prerequisites
You must have run payroll successfully for your employees, and have correct PhilHealth contribution figures in your payroll results.

Procedure
2. Choose Human Resources → Payroll → Asia/Pacific → Philippines, then Subsequent activities → Per payroll period, and then → Lists/statistics → PhilHealth reports → PhilHealth Remittance RF-1.

   The PhilHealth Report RF-1 screen appears.

5. Enter the relevant selection criteria.

6. To define the personnel areas and personnel subareas to be used in PhilHealth reporting, enter the PhilHealth grouping in the PhilHealth group field.

7. To display and print PhilHealth contributions for a particular month, select the Monthly contribution report field, and enter the month and year.

   Or

   To display and print the Employer Quarterly Remittance Report RF-1, select the Quarterly contribution report field, enter the quarter and year, and the PhilHealth bank receipt (PBR) issue date and number for each month in the quarter.

6. To download the Employer Quarterly Remittance Report RF-1, enter a file name and directory, and select the Download field.

7. Choose Execute.

Results
The SAP System issues a message stating that the file was created successfully. You can now open the file on the relevant directory.

See also:
Printing Reports [Seite 620]
13th Month Payment Reporting

Use
This function lets you calculate 13th month and nth month payments in line with Philippine legal and business requirements. The function can calculate the payments based on:

- An employee's basic pay on a specific date
  The 13th month calculation is based on an employee's monthly basic salary at a given date, for example, December 24, 2000.

- An employee's average salary
  The 13th month calculation is based on an employee's average monthly salary for the entire year, for example, the 2000 financial year.

As an employee's payroll results for the year are rarely available when the 13th month payment is calculated, selecting this method can result in longer processing times. In addition, this method requires you to project annual basic pay values through simulated payroll runs.

Integration
Project teams must have maintained the 13th Month and Nth Month Payments [Extern] section of Customizing for Payroll Philippines.

Ensure that you have maintained evaluation class [Extern] 10 for all the wage types that constitute an employee's basic salary, and cumulation class 08 for all the wage types that constitute an employee's average monthly salary. In addition, the payment wage types must be eligible for entry in the Additional Payments (0015) and the One-Time Pay Off-Cycles (0267) infotypes.

Prerequisites
To calculate 13th and nth month payments based on an employee's basic pay on a specific date, you must have maintained the Organizational Assignment (0001), Planned Working Time (0007), and the Basic Pay (0008) infotype records for the relevant date.

Features
The 13th Month Pay program (HPHCAWS0) lets you generate the following reports:

- 13th Month Status Report
  The report displays the following information:
  - Company name
  - Company address
  - Accounting period
  - Payment date
  - Total number of employees selected
13th Month Payment Reporting

- Total number of employees with 13th month pay
- Total amount of the 13th month benefits paid
- Authorized signatory
- Position
  The Philippines Labor Code describes this as a *Report of Compliance to PD 851*. The report must be submitted to the nearest Regional Labor Office before January 15 of each year.

- 13th Month Detailed Payment List
  This report is generated in ABAP List Viewer (ALV) format and contains the following information:
  - Personnel number
  - Employee name
  - 13th month amount paid
  - Payment date
    To display the following additional information, choose *Current display variant*:
  - Employee status
  - Start date
  - End date
  - Infotype used
  - Previous 13th month paid
  - Monthly salary
  - Pro-rate factor
  - Nth month multiplier

- Error List
  Issues a list of error messages for processing errors.

**Activities**

After running the *13th Month Pay* program, you run the *Batch Input* program to update infotype 0015 or 0267.

When the 13th month amounts have been entered in either infotype 0015 or 0267, you can run a regular or an off-cycle payroll run. If you perform an off-cycle payroll run, ensure that the off-cycle reason and the payment date match the details entered in the *13th Month Pay* program.

**See also:**

[Executing 13th Month Payment Reports](#)
Executing 13th Month Payment Reports

1. Choose Human Resources → Payroll → Asia/Pacific → Philippines → Off-cycle → 13th month pay → 13th month payment → Calculate 13th month pay.

   The 13th Month Pay screen appears.

2. Enter the relevant selection criteria, for example, one or more personnel numbers, payroll areas, company codes, personnel areas, subareas, or cost centers, employee groups or subgroups.

3. In the 13th month accounting period field, enter the dates of the year for which the 13th or nth month payment is to be calculated.

   This is usually set for the entire year and determines the 1/12 divisor in the calculation.

   If you run a mid-year bonus, SAP recommends that you enter the entire year, for example, 01.01.1999 - 31.12.1999, and 0.5 months as the nth month pay multiplier to calculate half of the 13th month payment.

   If you enter half the year, for example, 01.01.1999 - 31.06.1999, you must still enter an nth month multiplier of 0.5 months to calculate half of the 13th month amount.

4. To calculate the 13th or nth month payment based on an employee’s basic salary, select the Basic salary field, and enter the relevant date.

   The date you enter determines the infotype 0008, 0014, and 0015 records used in the calculation.

   Or

   To calculate the 13th or nth month payment based on an employee’s average monthly salary, select the Average salary field.

5. In the Nth month pay multiplier field, enter the value by which the basic or average salary is multiplied to calculate the 13th month amount, mid-year amount, or nth month amount.

   To calculate the 13th month amount, enter 1.00 months

   To calculate the mid-year amount, enter 0.50 months

   To calculate the 14th month amount, enter 2.00 months

6. In the Wage type for IT0015/0267 field, enter the wage type that holds the 13th or nth month payment.

   The relevant wage type must be valid for entry in the Additional Payments (0015) and the One-Time Pay Off-Cycles (0267) infotypes. In addition, it must be configured to cumulate into technical wage types /102 for tax processing and /109 for 13th month year-to-date adjustment processing.
Executing 13th Month Payment Reports

7. To pay the 13th or nth month amount in an off-cycle payroll run, enter the off-cycle reason, the payment date, and select the Off-cycle payroll field.

Or

To pay the 13th or nth month amount in a regular payroll run, enter the payment date and select the Regular payroll field.

Use the off-cycle reason 13th Month Pay (13MN).

After running the 13th Month Pay program, execute a batch input session to update infotype 0015 or 0267 with the 13th or nth month amount depending on the data entered in the Payment Information section.

8. To calculate 13th month payments for employees terminated during the accounting period, select the Calculate 13th month pay for terminated employees field. To check and modify the calculation parameters for terminated employees, choose Calculation rule for ex-employees.

SAP recommends that you always check the calculation parameters for terminated employees.

You can enter a different nth month multiplier for terminated employees, for example, half of the 14th month amount. In addition, you can specify options for the basis amount for terminated employees, and you can calculate:

- Basic salary on a specific date
- Basic salary on the termination date
- Average salary on the termination date

9. In the General proration rule section, select the relevant proration rule.

If you prorate the 13th month payment by the number of months, you must also enter the rounding type used if an employee works for part of a month only.

If you prorate the 13th month payment by the number of days worked by an employee in the year, you can also enter the absence types that are not eligible for 13th month payment. This is the only proration rule that lets you exclude absences from 13th month pay calculations.

You can also prorate the 13th month amount by the number of calendar days that an employee is officially employed by your company during the year.

10. To define whether an employee is eligible for a 13th month payment from the first day of service or only after one month of service, select either the At least one month or the None field accordingly.

11. To pay a fixed 13th month amount, enter the amount in the Amount paid field.
Executing 13th Month Payment Reports

The fixed amount must be higher than the statutory minimum of at least 1/12 of an employee's annual salary. If the fixed amount is higher than the statutory minimum, it overrides the calculated amount.

12. To identify the batch input session, enter a prefix.

13. To perform a simulated run of the 13th Month Pay program, select the Test on field.

If you leave the field blank, the program runs and creates a batch input queue.

Result

When the 13th and n th month amounts are correct, you run the Batch Input program to update the Additional Payments (0015) or the One-Time Pay Off-Cycles (0267) infotypes. You execute the program by choosing System → Services → Batch input → Sessions.

After updating the relevant infotype, you perform a regular or an off-cycle payroll run.
**Advance Payments Reporting**

**Use**

This function lets you calculate advance payments that are not subject to deductions.

**Integration**

Project teams must have set up the multiple payment grouping, the wage types used in advance payment calculations, and the advance payment rates.

To do this, choose SAP Reference IMG → Payroll → Payroll: Philippines → Off-Cycle Activities → Multiple Payroll Runs → Advance Payments Without Deductions → Define Advance Payment Wage Type [Extern], and Determine Multiple Payment Grouping [Extern], and then Define Multiple Payment Rate [Extern].

**Prerequisites**

To calculate advance payments without deductions, you must have entered wage types in the Basic Pay (0008), Recurring Payments/Deductions (0014) and/or the Additional Payments (0015) infotype records for the relevant date.

**Features**

The Advance Payment Multiple Runs program (HPHCMP00) calculates the total advance payment amount, and lists the amount for each personnel number.

**Activities**

After running the Advance Payment Multiple Runs program, you run the Batch Input program to update infotype 0267 with the advance payment amount.

When the advance payment amount has been entered into infotype 0267, you run an off-cycle payroll run.

**See also:**

Executing the Advance Payment Program [Seite 618]
Executing the Advance Payment Program

2. Choose Human Resources → Payroll → Asia/Pacific → Philippines → Off-cycle → Multiple runs → Advance pay without deductions → Advance payment → Calculate advance payment.

   The Advance Payment Multiple Runs screen appears.

3. Enter the relevant selection criteria, for example, one or more personnel numbers, payroll areas, company codes, personnel areas, subareas, or cost centers, employee groups or subgroups.

3. In the Base date field, enter the validity date of the wage types to be read from the Basic Pay (0008), Recurring Payments/Deductions (0014), and the Additional Payments (0015) infotype records.

4. In the Pay date field, enter the date on which the advance payment must be entered in the One-Time Pay Off-Cycle infotype (0267) by the batch input session.

   This is also the date of the off-cycle payroll run used to include the payment.

5. In the Wage type field, enter the wage type that holds the advance payment amount in infotype 0267.

6. To pay the exact amount calculated by the program, select the PHP field.

   Or

   To round the amount calculated up to the nearest 10 PHP or 100 PHP, select either the 10 PHP or 100 PHP field.

7. In the Higher limit and Lower limit fields, you can enter upper and lower limits for the amounts.

   The amounts you enter override the advance payment calculated if the payment exceeds the higher limit or is below the lower limit.

8. In the Batch input/queue field, enter a name for the batch input session.

9. To perform a simulated run of the program, select the Test-run field.

   If you leave the field blank, the program runs and creates a batch input queue to update infotype 0267.

10. To view errors generated during processing, select the relevant fields in the List Error section.

11. Choose Program → Execute.

Result

The program lists the total advance payment amount for each personnel number processed, and processing errors.
Executing the Advance Payment Program

When the advance payment amounts are correct, run the *Batch Input* program to update the *One-Time Pay Off-Cycles* infotype (0267). You execute the program by choosing *System → Services → Batch input → Sessions*.

After updating the infotype, you perform an off-cycle payroll run.
Printing Reports

Use
In addition to displaying reports, the standard system lets you print payroll reports.

Prerequisites
You must have configured a destination printer and have executed the relevant report.

Procedure
1. On the report screen, choose List → Print.
   The Print Screen List screen appears.
2. In the Output device field, enter the printer name.
3. Check and, if necessary, modify the printing parameters to meet your requirements.
Evaluating the Payroll Results Using Infotypes or the Logical Database

Use

The following options are available in the SAP system for evaluating the payroll results.

- The payroll infotypes [Seite 625] and the InfoSet Query [Extern]
  
  For detailed information on the InfoSet Query, see the SAP Library under Human Resources → Reporting in Human Resources Management → HR Reporting Tools → SAP Query (BC-ERV-Que) → InfoSet Query.

- Logical Database [Extern]

- Standard reports
  
  You can evaluate the payroll results in direct access with the standard reports.

  - Remuneration statement [Seite 437]
  - Payroll journal [Seite 448]
  - Payroll account [Seite 445]
  - Wage type reporter [Seite 454]

  For detailed information on the standard reports, see the SAP Library under Payroll → Other Countries → Subsequent Activities.

- Business Warehouse
  
  You can also evaluate the payroll results in the SAP Business Warehouse environment. For detailed information on this, see the Business Warehouse in the SAP Library.
Scope of Function

Inform yourself of the evaluation options before you evaluate the payroll results.

Comparison of the Evaluation Options using Payroll Infotypes or using the Logical Database PNP with the Enhancements for the Payroll Results

<table>
<thead>
<tr>
<th>General criteria for the evaluation</th>
<th>Payroll infotypes for the evaluation with the InfoSet Query</th>
<th>Enhancement of the logical database PNP for Payroll for direct evaluation with reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation path</td>
<td>If you want to evaluate the payroll results using the InfoSet Query [Extern], use the relevant payroll infotype (for example, Monthly Cumulation (0458)). You use the payroll infotype to provide the InfoSet Query with the payroll results for evaluation.</td>
<td>If you want to use reports to evaluate the payroll results, you use the logical database for Payroll. The reports call the logical database to evaluate the payroll results. The InfoSet Query does not use the logical database for Payroll to evaluate the payroll results.</td>
</tr>
</tbody>
</table>
## Evaluating the Payroll Results Using Infotypes or the Logical Database

| Storing the data | The SAP system stores the data in the transparent tables for the payroll infotypes. Special wage types called evaluation wage types are available for this purpose. | The payroll driver stores the data for the logical database redundantly, in transparent form, in the following tables:  
- **Directory information** from the CU cluster is stored in the transparent table HRPY_RGDIR. The cluster remains in the system.  
- **Data** for the Work Center/Basic Pay (Table WPBP) from the RX cluster is stored in the transparent table HRPY_WPBP. The RX cluster remains in the system. |
| Calling the data | The SAP system only calls the current payroll results. You can select the evaluation data with the help of wage types. | The SAP system calls all the payroll results from the evaluation period for processing. |
| Data Selection | You get a quick selection of the payroll results with the help of the wage types that are provided in the payroll infotype. | You get a high-performance selection of the payroll results with the help of selected fields from the **Period** group box and the organizational fields from the **Selections** group box (for example, personnel number, payroll area or company code).  
Example in report:  
**EXAMPLE_PNP_GET_PAYROLL** [Seite 641] |
| Programming | You should not change the programming of the payroll infotypes and use (read) them in other programs. | You can use the existing reports to evaluate or write evaluation reports using program examples [Seite 641] |
| Validity for the countries | As well as **payroll infotypes** [Seite 625], that are valid internationally (for example, payroll results: **Periodical Values** (0402), **Monthly Cumulation** (0458) there are payroll infotypes that are valid for one country. | In the SAP system, there is one logical database for all countries. Country-specific features are provided by standardizing the node **PAYROLL** (for example, NODES: **PAYROLL** TYPE **PAYUS_RESULT**|
## Prerequisites

<table>
<thead>
<tr>
<th>Description</th>
<th>Payroll infotypes</th>
<th>Enhancement of the PNP logical database for Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customizing</td>
<td>In Customizing for <a href="#">Personnel Management under Human Resources Information System → Payroll Results</a> you have:</td>
<td>In the attributes for the evaluation report, you have specified the following:</td>
</tr>
<tr>
<td></td>
<td>• defined the evaluation wage types</td>
<td>• Logical database: <strong>PNP</strong></td>
</tr>
<tr>
<td></td>
<td>• assigned the wage types</td>
<td>• Selection screen version: <strong>900</strong> selection screen for the payroll results</td>
</tr>
<tr>
<td></td>
<td>• set up the payroll infotype</td>
<td>• HR report class for Payroll (for example, the standard value <code>PY_DEF</code>) and the function <code>Payroll report class selected</code>.</td>
</tr>
<tr>
<td></td>
<td>• assigned the payroll infotype to Payroll</td>
<td></td>
</tr>
</tbody>
</table>
Infotypes for Evaluating Payroll Results

Use
In addition to master data, applicant data, and personnel planning data, you can also evaluate payroll results using a query and InfoSet query.

A number of predefined infotypes are available for the evaluation. The wage types required for the evaluation are entered in these infotypes:

<table>
<thead>
<tr>
<th>Infotype</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>0402</td>
<td>Payroll Results: Period Values</td>
</tr>
<tr>
<td>0403</td>
<td>Payroll Results: Period Values (not required at present)</td>
</tr>
<tr>
<td>0458</td>
<td>Monthly Cumulation of Payroll Results</td>
</tr>
<tr>
<td>0459</td>
<td>Quarterly Cumulation of Payroll Results</td>
</tr>
<tr>
<td>0460</td>
<td>Annual Cumulation of Payroll Results</td>
</tr>
</tbody>
</table>

You can either activate these predefined infotypes or create your own infotypes using the same structures. You can enhance these infotypes by using additional wage types and then activating the infotypes. This makes the necessary data, from the payroll results, available on the PNP logical database.

💡
If an error occurs when filling the payroll infotype, refer to the note Problems when Filling the Payroll Infotype (note number 0125921).

Furthermore, we recommend that you create your own payroll infotypes in the customer name range 9* and do not modify the payroll infotypes Payroll Results: Period Values (0402 or 0403).

USA: Infotypes for Tax Reporting
The pre-defined infotypes 0446 and 0457 are also used for tax reporting. These infotypes have been created specifically for the USA. For more information, see US Tax Payroll Infotypes (0446-0457) [Extern].

Prerequisites
You have performed the following activities before you set up the evaluation of payroll results using a query or InfoSet Query:

1. In Customizing for Personnel Management under Human Resources Information System → Payroll Results → Set Up Payroll Infotypes [Extern], you have activated the payroll infotypes you require. You can create new payroll infotypes based on pre-defined payroll infotypes and then enhance these to meet your requirements.

2. The infotype was filled out with the information from a payroll result. You have two options:
   - As long as Customizing has been set up accordingly, data is automatically transferred to the infotype in each payroll run. You do this in Customizing for Personnel Management
Infotypes for Evaluating Payroll Results

under *Human Resources Information System* → *Payroll Results* → [Set Up Assignment for Payroll][Extern].

– You can enter data in the infotype without a payroll run using report RPABRI00.

**Activities**

For information on evaluations using a query or InfoSet query, see [BC - SAP Query][Extern]. For information on evaluations in Human Resources, see [Maintaining Queries in the HR Application][Extern].
Payroll Results Infotypes: Period Values (0402 and 0403)

Definition

The Payroll Results: Period Values infotype (0402) contains information from the payroll results of the regular payroll run. Infotype 0403 is identical and is currently not required.

The start and end dates for the infotype correspond to the payroll period.

Structure

You define the structure of the infotype in Customizing for Personnel Management under Payroll Results [Extern].

You cannot maintain the infotype on-line. You can maintain the infotype using one of the following methods:

- The data is automatically updated when the payroll run has been completed successfully, however, this must be set up accordingly in Customizing for Personnel Management under Human Resources Information System → Payroll Results → Set Up Assignment for Payroll [Extern]. We recommend that you use this procedure as the data in the payroll infotype is automatically updated by the system (also in the case of retroactive accounting).

- You can update the data at any time using report RPABRI00. We recommend that you use this procedure if existing payroll results should be evaluated.

Using this infotype as a basis, you can evaluate the results of a regular payroll run using the query and the InfoSet Query.
Monthly Cumulations (Infotype 0458)

Definition

In the standard system, the Monthly Cumulation of Payroll Results infotype (0458) contains general information from the payroll results and cumulation wage types [Extern] referring to one month. This can be useful if the periods for your payroll run are weekly and not monthly, or if payroll is run using a different frequency.

The start and end dates for the infotype correspond to the cumulation period. If your employee, for example, leaves the company in the middle of a cumulation period, you can still access the cumulated values.

Structure

You define the structure of the infotype in Customizing for Personnel Management under Payroll Results.

You cannot maintain the infotype on-line. You can maintain the infotype using one of the following methods:

- The data is automatically updated when the payroll run has been completed successfully, however, this must be set up accordingly in Customizing for Personnel Management under Human Resources Information System → Payroll Results → Set Up Assignment for Payroll [Extern].

- You can update the data at any time using report RPABRI00.

Using this infotype as a basis, you can evaluate payroll results using the query and the InfoSet Query.
Quarterly Cumulations (Infotype 0459)

Definition
In the standard system, the *Quarterly Cumulation of Payroll Results* infotype (0459) contains general information from the payroll results, as well as *cumulation wage types* [Extern] that refer to quarterly values.

The start and end dates for the infotype correspond to the cumulation period. If your employee, for example, leaves the company in the middle of a cumulation period, you can still access the cumulated values.

Structure
You define the structure of the infotype in Customizing for *Personnel Management* under *Payroll Results*.

You cannot maintain the infotype on-line. You can maintain the infotype using one of the following methods:

- The data is automatically updated when the payroll run has been completed successfully, however, this must be set up accordingly in Customizing for *Personnel Management* under *Human Resources Information System* → *Payroll Results* → *Set Up Assignment for Payroll* [Extern].
- You can update the data at any time using report RPABRI00.

Using this infotype as a basis, you can evaluate payroll results using the query and the InfoSet Query.
Annual Cumulations (Infotype 0460)

Definition
In the standard system, the infotype Annual Cumulation of Payroll Results (0460) contains general information from the payroll results as well as cumulation wage types [Extern] for annual values.

The start and end dates for the infotype correspond to the cumulation period. If your employee, for example, leaves the company in the middle of a cumulation period, you can still access the cumulated values.

Structure
You define the structure of the infotype in Customizing for Personnel Management under Payroll Results.

You cannot maintain the infotype on-line. You can maintain the infotype using one of the following methods:

- The data is automatically updated when the payroll run has been completed successfully, however, this must be set up accordingly in Customizing for Personnel Management under Human Resources Information System → Payroll Results → Set Up Assignment for Payroll [Extern].
- You can update the data at any time using report RPABRI00.

Using this infotype as a basis, you can evaluate payroll results using the query and the InfoSet Query.
Using the Logical Database for Payroll

Use

From Release 4.6A, the evaluation of payroll results is supported by a logical database that is integrated in the logical database PNP for HR master data [Extern]. This tool enables you to create programs for the evaluation of payroll results both simply and quickly.

Mode of Operation of the Logical Database PNP with the Enhancements for Evaluation of the Payroll Results

Using the logical database for payroll results has the following advantages for the user:

- You can access the payroll results faster and more easily.
- It is a simple and standardized way of evaluating the payroll results.
- Evaluation reports use this standardized interface and have a standard appearance.
- The performance of the evaluation reports is improved by using transparent tables for data selection.
- The number of coding lines in the evaluation programs (reports) is reduced by up to 60 percent.
- An evaluation report can be created in less time.
- The logical database supports use of the HR process workbench [Seite 146]. This improves integration in the whole payroll process.
Using the Logical Database for Payroll

- The selection screen can be customized. To do this, you use the new report categories [Seite 646]
- Different sort variants (all the fields for WPBP and RGDIR can currently be sorted)
- It is not necessary to customize the payroll infotypes.

Use the logical database for payroll for new reports that evaluate the payroll results.

**Scope of Function**

The most important functions are:

- Data Retrieval
  
  The logical database [Extern] consists of special ABAP programs that also provide the programs in Payroll with the evaluation data. All the data in a payroll record is provided in the subobjects for a complex structure [Seite 636] at a selected time. To evaluate the payroll results, you can use reports from the standard system or create your own reports.

- Data Selection
  
  The logical database provides a particular view of the database tables for Personnel Administration (PA-PA) or Payroll (PY) and enables you to select and evaluate payroll results according to particular criteria.

  Employees can now be selected on the selection screen of the evaluation report according to organizational criteria, for example, you can select all employees in a payroll area, however, the selection is made using exclusively the payroll results.

- Authorization
  
  The system checks whether the user who started the evaluation has the correct authorization for this evaluation. The authorization concept corresponds to the concept of the previous PNP report.
Technical Realization of the Evaluation Options for Payroll Results

Comparison of the Logical Database for HR Master Data and the Logical Database for Payroll

<table>
<thead>
<tr>
<th>Technical Criteria or Enhancements</th>
<th>Logical Database for HR Master Data (PNP)</th>
<th>Logical Database for Payroll (PNP with Screen 900)</th>
</tr>
</thead>
</table>

April 2001
### Using the Logical Database for Payroll

<table>
<thead>
<tr>
<th>Time of data retrieval</th>
<th>There is only one date available for data retrieval:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- At the time of GET PERNR, all infotype records are placed in an internal table for one personnel number</td>
</tr>
<tr>
<td></td>
<td>Several data retrieval events exist:</td>
</tr>
<tr>
<td></td>
<td>- At the time of GET PERNR, all the infotype records are made available in an internal table (infotype table) for one personnel number</td>
</tr>
<tr>
<td></td>
<td>- At the time of GET PAYROLL, the payroll results for a personnel number are made available in a complex structure</td>
</tr>
<tr>
<td></td>
<td>- If all GET PAYROLL events have run for a personnel number, the event GET PERNR LATE is triggered</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Retrieval of payroll data for the evaluation programs</th>
<th>Each internal table and field string (for example, RT, BT, SV, and so on) must be sorted and processed individually</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A complex structure containing all tables (WPBP, SV, BT, and so on) for each country</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selection</th>
<th>- According to infotypes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Extends to the HR master data</td>
</tr>
<tr>
<td></td>
<td>- According to payroll results</td>
</tr>
<tr>
<td></td>
<td>- Extends to the HR master data and payroll results</td>
</tr>
</tbody>
</table>

| Evaluation report | - Uses import macros (for example, RP-IMP-C2-RX) |
|                  | - Sorting required |
|                  | - Uses complex structures [Seite 636] |
|                  | - You can use all fields in the internal tables HRPY_RGDIR and HRPY_WPBP and sort them as required |
|                  | - Selection of required sort sequence using the Sort function in the report |
| Modifying the selection screen | In Customizing for Personnel Management under *Human Resources Information System* → *Reporting* using: Report categories (see *selection criteria [Extern]*) | In Customizing (when creating a report) using:
Report categories
The fields on the selection screen for the evaluation report are controlled using the new report categories. The main procedure for customizing the selection screen corresponds to the familiar procedure for customizing the PNP report categories. |
Structure of Logical Database for Payroll

The logical database for payroll transfers the payroll results to the evaluation reports in a complex structure. This structure contains an international and a national node that are subordinate to the root nodes:

- **International node**
  
  The international node contains international (non-country-dependent) tables (for example, RT, CRT). The appropriate international tables are filled at runtime and retrieved using the complex structures.

- **National node**

  The national node contains the national tables (for example, SV). The corresponding national tables are determined and filled at runtime using the type assignment.

---

### Diagram

```
PAYROLL
  
  EVP  --->  Period information

  INTER
    
  NAT
    
  RT
  CRT
  ... 

  SV
  SCRT
  ... 
```

---
Conversion of Evaluation Reports

How Do You Convert an Existing Evaluation Report to the Logical Database for Payroll?

In Release 4.6C, we recommend that you first convert any reports (standard reports and customer reports) that are not used by any other report. You should not convert reports that are called using function modules or other reports (for example, the remuneration statement or the payroll account) in this release.

See the release note *Using the Logical Database for Payroll for Release 4.6C*.

To convert a report to the logical database for payroll, proceed as follows:

- Enter the following in the report attributes:
  
  - Logical database: PNP
  - Selection screen version: 900 selection screen for the payroll results
  - HR report category for payroll: PY_DEF of a customer report category

  Select Payroll report category.

- Change the following in the coding:
  
  - The evaluation report is assigned to a country when the coding line NODES: PAYROLL TYPE PAY99_RESULT is inserted.
  
  - Switch the RP-IMP-C2-xx macro to the event GET PAYROLL. We recommend that you no longer use the macro RP-IMP-C2-xx.

SAP provides the report EXAMPLE_PNP_GET_PAYROLL [Seite 641] as an example.
Conversion of Evaluation Reports

To convert old evaluation reports, use the utility macros [Seite 642], which are contained in the standard system, and one of the listed variants.

- If you only want to make minor changes to the coding of the report, we recommend that you use variant A for the conversion. With this variant, the conversion effort required is minimal.
  - Example: Old coding [Seite 643]
  - Example: Variant A – New coding [Seite 644]
- We recommend that you use variant B for the conversion if the report is not very large and you want it to be compatible for further developments.
  
  Switch macro RP-IMP-C2-xx to the event GET PAYROLL.
  - Example: Old coding [Seite 643]
  - Example: Variant B – New coding [Seite 645]

See also:

Example 1: ABAP Coding: Read International Payroll Results [Seite 639]
Example 2: ABAP Coding: Read National Payroll Results [Seite 640]
Example 3: Utility Macros for Report Conversion [Seite 642]
Example 4: Old Coding [Seite 643]
Example 5: Variant A – New Coding [Seite 644]
Example 6: Variant B – New Coding [Seite 645]
Example 7: Report EXAMPLE_PNP_GET_PAYROLL for Evaluation of Payroll Results [Seite 641]
ABAP Coding: Read International Payroll Results

The system reads the international part of the payroll results for all clusters. The GET PAYROLL event is triggered for all personnel numbers and not just for the international country grouping (99).

```
Segment from coding

NODES: payroll TYPE pay99_result.
DATA: wa LIKE LINE OF . . payroll-inter-rt.
GET PERNR.
...
GET PAYROLL.
  LOOP AT payroll-inter-rt
    INTO wa.
    WRITE:  wa-lgart.
  ENDLOOP.
```
ABAP Coding: Read National Payroll Results

The system reads country-specific payroll results (for example, for Germany). The GET PAYROLL event is only triggered for personnel numbers for the specified country.

```
Segment from coding

REPORT EXAMPLE ... NODES: payroll TYPE payde_result.
...
GET PERNR.
...
GET PAYROLL.
  LOOP AT payroll-inter-rt INTO wa1.
    WRITE:  wa1-lgart.
  ENDLOOP.
  LOOP AT payroll-nat-sv INTO wa2.
    WRITE:  wa2-rvnum.
  ENDLOOP.
```
ABAP Coding: Report EXAMPLE_PNP_GET_PAYROLL for Evaluation of Payroll Results

This report uses the logical database PNP to evaluate the payroll results.

Example: Short version of report EXAMPLE_PNP_GET_PAYROLL

REPORT EXAMPLE_PNP_GET_PAYROLL.

* You find an extended version
* of this report in your R/3 system!

TABLES: pernr, pyorgscreen, pytimescreen.

NODES: payroll TYPE pay99_result.

Data: g_result_counter type i.

GET pernr.

WRITE: / 'Currently working on:', pernr-pernr.

GET pernr LATE.

WRITE: / 'Found', g_result_counter,

'results for #', pernr-pernr.

ULINE.

GET payroll.

g_result_counter = g_result_counter + 1.

WRITE: / 'Seq No. = ', payroll-evp-seqnr,

'In period = ', payroll-inter-versc-inper,

'In period = ', payroll-inter-versc-inper,

'Pay date = ', payroll-inter-versc-paydt.
Utility Macros for Report Conversion

Segment from Coding

REPORT
INCLUDE h99paytransmac.
NODES: payroll TYPE payDE_result.

... GET PERNR.
... GET PAYROLL.
Copytodata payroll.
LOOP AT rt INTO wa.
  WRITE: wa-lgart.
ENDLOOP.

The SAP system contains generated macros for easy conversion of old reports. The coding for this report is based on the individual payroll tables (for example, RT, CRT).

- For the O tables (for example, ORT), use copytodata_o.
- To transfer the contents of the single tables (for example, RT) to the complex structure, use copytostruc(_o).
- The macro copypstruc_o works in the same way as copystruc but for O tables.
Example – Old Coding

Segment from coding

INCLUDE: RPC2RX00.
INCLUDE: RPC2RXX0.
INCLUDE: RPPPXD00.
DATA: BEGIN OF COMMON PART BUFFER.
   INCLUDE RPPPXD10.
DATA: END OF COMMON PART BUFFER.
INCLUDE: RPPPXM00.
...
START-OF-SELECTION.
GET PERNR.
RP-IMP-C2-RX.
LOOP AT RT.
...
Example: Variant A: New Coding

Segment from coding

INCLUDE: RPC2RX00.
INCLUDE: RPC2RXX0.
NODES: payroll type pay99_result.
...
START-OF-SELECTION.
GET PERNR.
GET PAYROLL.
COPYTODATA PAYROLL.
LOOP AT RT.
...

Advantage

Parts of the coding that refer to the single tables (for example, RT, CRT, and so on) need not be changed since the single tables are filled by the macro copytodate.
Example: Variant B: New Coding

```
Segment from coding

NODES: PAYROLL TYPE PAY99_RESULT.
DATA: RT_HEADER TYPE LINE OF HRPAY99_RT.
...
START-OF-SELECTION.
...
GET PERNR.
GET PAYROLL.
LOOP AT PAYROLL-INTER-RT INTO RT_HEADER.
...
```

**Advantage**

The use of the complex structure simplifies the layout of the report. This variant does not require the macros. Instead, it uses the new complex structure `PAYROLL`. You do not need to use an INCLUDE as in the Example – Variant A: New Coding [Seite 644].

**Disadvantage**

You must replace the link to the single tables (for example, RT, CRT) by a link to the complex structure.
Report Category

Definition
The report category specifies which fields are displayed on the selection screens of evaluation reports in Human Resources.

Use

Report Categories for HR Master Data
The report categories for HR Master Data define which master data fields are displayed on the standard selection screens for standard evaluation reports. Report categories are already assigned to the standard reports.

In Customizing for Personnel Management, you can create report categories and assign a report category to an evaluation report.

- Only change the report categories for the standard SAP reports, if the selection screen for the SAP standard system does not meet your requirements and you are aware of the effect this will have on the selection screen.

Report Categories for Payroll
The report categories for the evaluation of payroll results define which master data fields are displayed on the standard selection screens for evaluation reports.

If you want to create a new evaluation report to evaluate the payroll results using the logical database for payroll, use either report category PY_DEF, or create your own report category and assign it to the new report.

See also:
Creating a Report and Report Category [Seite 647]
Creating a Report and Report Category

Use
You want to create a new report to evaluate the payroll results.

Prerequisites
You are in the ABAP Editor in the Change Program Attributes <name report> screen.

Procedure
1. Enter the required values in the fields you are already familiar with.
2. In the Logical database field, enter PNP and in the Selection screen version field, enter 900 for the logical database for payroll.
3. Choose HR report categories.
   The Report Category Assignment dialog box appears.
4. Select Payroll results (Cluster) and enter the name of the new report category.
5. Choose Create report category.
   The View Change “Time Selection Definition” Overview: screen appears.
6. To develop the report further, define the time and organizational selections.
7. Save your entries.

Result
You can use the report to evaluate payroll results.
Interface Toolbox for Human Resources (PX-XX-TL)

Purpose

In the SAP System, you can use the following methods to transfer data from the application components in Human Resources (HR) to a third-party system, or vice versa:

- Interface Toolbox
- Application Link Enabling (ALE [Extern])
- Business Application Programming Interface (BAPI [Extern])

A comparison of the technology [Seite 650] shows which method is most suitable to perform the task.

You use the Interface Toolbox to retrieve data from Human Resources for further processing in a third-party system. The third-party system can be a payroll system used outside of the SAP System. This can be useful if, for example, you run gross payroll in your enterprise and the net payroll takes place in a third-party system.

Alternatively, you can use the Toolbox to import results based on personnel numbers from the third-party system and use them for payroll in the SAP System.

You use the interface to

- Evaluate data from Human Resources in a third-party system
- Run payroll partially or completely in a third-party system

The data is retrieved from the Personnel Administration (PA-PA), Payroll (PY), and Time Management components, or from all three.

Access

You access the Toolbox using transaction PU12.

In the Time Management component (PT), you call the Interface Toolbox from the menu. Choose Time Management → Administration → Environment → Third-party payroll..

In the Payroll component (PY), you also call the Interface Toolbox from the menu. In the SAP Menu, choose Human resources → Payroll → Tools → Maintenance tools → Interface Toolbox.

Features

Selected examples show which scenarios can be performed using the Toolbox:

- Exporting master data to a third-party system [Seite 652]
- Exporting master data and payroll results to a third-party system [Seite 654]
- Gross payroll in an SAP System and net payroll in a third-party system [Seite 656]

The Toolbox enables you to create an interface as well as carry out routine work. The following processes and associated functions are important for using the Interface Toolbox:

- For the data export

  Setting up the interface for exporting with the Toolbox [Seite 658]
Data export with the Toolbox [Seite 660]

- For the data import
  Importing wage types with the Toolbox [Seite 823]

  For detailed information on the required activities, see the individual sections.
# Technology for Interface Scenarios

## Task Method

<table>
<thead>
<tr>
<th>Task</th>
<th>Method</th>
</tr>
</thead>
</table>
| Export HR master data (infotypes) from the SAP System to a third-party system | Interface Toolbox  
  - Transport HR master data from all possible infotypes (also customer infotypes)  
  - Convert selected data to file format for third-party system  
  - Example: Export master data to a third-party system [Seite 652] |
| ALE [Extern] (Application Link Enabling)  
  - The standard system contains an ALE business process for some infotypes  
  - You can insert additional infotypes (see note in OSS note system)  
  Data is exported in the SAP format only (no conversion) |
| Import HR master data (infotypes) from the third-party system to the SAP System | ALE / BAPI [Extern]s (Business Application Programming Interface)  
  - Batch input technology [Extern] |
| Export payroll results (infotypes) from the SAP System to a third-party system | Interface Toolbox  
  - Select all possible tables in Payroll  
  - Additional options for processing wage types (for example, consideration of retroactive accounting)  
  - Example: Export master data and payroll results to a third-party system [Seite 654]  
  Combination of Toolbox and ALE  
  - The Toolbox fills the IDocs  
  - Distribute the complete IDocs using ALE  
  - IDocs exist in the SAP interface for North America - they can be used by customers (in IDoc administration, these are the IDoc types that begin with 'HROT') |
### Import wage types from a third-party system to the SAP System

**Process**

(See also: Importing Wage Types with the Interface Toolbox [Seite 823])

1. Transfer the wage types to interface tables with
   - Transfer by customer program
   - A BAPI (Object: BUS7023 Manager for External Payroll; Method: InsertOutsourcer)
2. Start payroll to transfer the wage type to the payroll result

### Export time evaluation results (infotypes) from the SAP System to a third-party system

**Interface Toolbox**

Selection of Time Management tables that are relevant for payroll (tables: ZL, C1, ALP)

### Import time evaluation results from the third-party system to the SAP System

**Human Resources and external applications [Extern]**

### Change validation (Transport changed data to third-party system)

**Interface Toolbox**

(See also: Change Validation [Seite 696])

- Change validation is possible for individual fields or for complete infotype records
- Method: Import all data and compare it with old data (check performance).
- ALE
  - Change validation only possible on infotype record level (export complete infotype record)
  - Method: Change display technology (system recognizes changes to the infotype and only exports these if a change takes place)
Example 1: Export Master Data to a Third-Party System

Task
You want to export HR master data from the SAP System to a third-party system to be used as a basis for
- Evaluations
- Payroll

This application example is simple to effect with the Interface Toolbox.

Only master data is taken from the SAP System. No information is transferred from the third-party system to the SAP System.

Prerequisites
You use the Personnel Administration application component (PA-PA) in your enterprise.

Method

<table>
<thead>
<tr>
<th>Step</th>
<th>in the SAP System</th>
<th>In the Third-Party System</th>
</tr>
</thead>
</table>
| 1.   | Export HR master data (infotypes) from the SAP System to a third-party system | With the Toolbox
- Set up the interface for the export
- Run the data export | The master data and payroll results from the SAP System are in the third-party system. |
Example 1: Export Master Data to a Third-Party System

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>You start payroll or payroll reporting programs in the third-party system.</td>
</tr>
</tbody>
</table>
Example 2: Export Master Data and Payroll Results to Third-Party System

Task
You want to use HR master data and payroll results (gross or net) from the SAP System to a third-party system as a basis for

- Evaluations
- Payroll

You can also transfer time results to the third-party system instead of the payroll results.

No information is transferred from the third-party system to the SAP System.

Prerequisites
You use the following application components in your enterprise:

- Personnel Administration (PA-PA)
- Time Management (PT)
- Payroll (PY)

You have set up gross payroll in the SAP System.

Method

<table>
<thead>
<tr>
<th>Step</th>
<th>in the SAP System</th>
<th>In the Third-Party System</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>You run payroll (gross or net) in the SAP System.</td>
<td>The payroll results are available after a successful payroll run.</td>
</tr>
</tbody>
</table>
### Example 2: Export Master Data and Payroll Results to Third-Party System

2. **You export the master data (infotypes) and the payroll results to the third-party system.**  
   - **With the Toolbox**  
     - Set up the interface for the export  
     - Run the data export  
   - **The master data and payroll results from the SAP System are in the third-party system.**

3. **Start the reporting programs in the third-party system.**  
   - **The reporting results are available in the third-party system.**
Example 3: Gross Payroll in SAP System, Net Payroll in Third-Party System

Task
You want to use master data and payroll results (gross) from the SAP System as the basis for further payroll in a third-party system. You also want to transfer wage types (net) from the third-party system to the SAP System.

In the SAP System, you require information on the net wage types if you
- Run posting to Accounting with the Human Resources component (HR)
- Print remuneration statements or checks in the SAP System
- Start programs for reporting in the SAP System
- Collect all wage type information in the payroll result for the SAP System

Prerequisites
You use the following application components in your enterprise:
- Personnel Administration (PA-PA)
- Payroll (PY)

You have set up gross payroll in the SAP System.
Example 3: Gross Payroll in SAP System, Net Payroll in Third-Party System

**Method**

<table>
<thead>
<tr>
<th>Step</th>
<th>in the SAP System</th>
<th>In the Third-Party System</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>You run payroll (gross) in the SAP System.</td>
<td>The payroll results (gross) are available after a successful payroll run.</td>
</tr>
<tr>
<td></td>
<td>The payroll results (gross) are available after a successful payroll run.</td>
<td></td>
</tr>
</tbody>
</table>
| 2.   | You export the master data (infotypes) and the payroll results (gross) to the third-party system. | With the Toolbox  
- Set up the interface for the export  
- Run the data export | The master data and payroll results from the SAP System are in the third-party system. |
| 3.   | Start payroll (net) in the third-party system. | The payroll results (net) are available after a successful payroll run. |
| 4.   | You import the payroll wage types (net) from the third-party system to the SAP System. | With the Toolbox  
- Import the wage types from the third-party system to the SAP System |
| 5.   | Start payroll in the SAP System to transfer the payroll wage types (net) to the payroll results. | In the SAP System, the wage type information is integrated with the payroll results. |
Setting Up the Interface for Export with the Toolbox

Purpose
You use this process to
- Set up the interface for exporting with the Toolbox
- Export the selected data to the third-party system using the Interface Toolbox.

Prerequisites
You use the following application components in your enterprise:
- Personnel Administration (PA-PA)
- Time Management (PT)
- Payroll (PY)

Process flow
The process is split into several steps:
2. You use the Toolbox to create an interface format [Seite 661]. In this step, you select the data and convert [Seite 679] the data to be exported.
   The interface format includes the following functions:
   - Create objects
   - Delete objects
   - Data definition for cluster objects
   - Table entries
   - Convert field objects
   - Restrictions for field objects
   - Attributes
3. You determine which data is only to be exported if it has changed.
   You need only perform this step if only changed data is to be exported.
   You use the change validation functions [Seite 696] to determine the data for the export.
   These functions include:
   - Create objects
   - Delimit objects
   - Validating single fields
   - Key fields
   - Relations
3. You use the data entered in the interface format and in change validation to generate the export program [Seite 755].

   You use the functions in the file layout [Seite 769] to set up the required file format for the data to be exported. These functions include:
   - Create
   - Delete
   - Move
   - Insert
   - Attributes
   - Blocks
   - Structures
   - Fields

4. You use the specifications for the file layout to generate the conversion program [Seite 796].

**Result**

You have set up an interface for the export. You can start the generated export program to run the data export and convert the data to the required file format.
Data Export with the Toolbox

Purpose
You use this process to retrieve data from the Human Resources application components (HR) for Payroll or for the payroll reporting programs for use in a third-party system.

Prerequisites
You use the following application components in your enterprise:

- Personnel Administration (PA-PA)
- Time Management (PT)
- Payroll (PY)

You have used the Interface Toolbox to set up an interface for the export (see application example 1 [Seite 652]) or you are using an interface from the standard system.

Process flow
The process is split into several steps:

1. With the Toolbox, start the export program [Seite 757].
2. You use the Toolbox to download the export files from the TemSe file to your PC or to an application server (Downloading the Export Files [Seite 768]).
3. If the system administrator for this system is in agreement, you can transfer the data to the third-party system.

Result
The third-party system contains data from the SAP System. You can use this data for Payroll or for the payroll evaluation programs.
Interface Format

Definition

The interface format contains the objects that you want to export from the Human Resources application component (HR) to a third-party system.

Use

The interface format is the basis for data export with the Interface Toolbox. You use the interface format to determine which HR data you want to select, and also how this selection should take place. When you define an interface format, you can access all employee data for the following application components:

- Personnel Administration (PA-PA)
- Time Management (PT)
- Payroll (PY)

Using your defined interface format as a basis, the Interface Toolbox will ultimately generate a program using the Advanced Business Application Programming language (ABAP [Extern] ). You use this program to export the data. The system processes the data quickly and effectively during the export.

Structure

The interface format is a hierarchical sequence of objects.

Objects and their hierarchy

<table>
<thead>
<tr>
<th>Object</th>
<th>Hierarchy classification</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database objects [Seite 665]</td>
<td>1</td>
<td>MDTA for HR master data PCL2 for payroll</td>
</tr>
<tr>
<td>Cluster objects [Seite 666]</td>
<td>2</td>
<td>RX, RD, ... for payroll results B2 for time evaluation results</td>
</tr>
</tbody>
</table>
Task

To save the personnel number data, the interface format uses the objects in the Human Resources component (HR). You use the interface format to select a data subset that meets your requirements.

You can choose to select only the infotypes that you require for processing in a third-party system.

You can also select particular fields from the fields in an infotype.

The interface format and objects exactly match the definition of the data to be exported later with the export program. For performance reasons, the set of export data should be arranged in the best possible way.

Characteristic

Each object in the Interface Toolbox has specific characteristics. The characteristics determine how the object is processed and are assigned as follows:

- Entered explicitly by the user
  
  You assign the Conversion characteristic to a field object.

- Implicitly by the Interface Toolbox
  
  The Interface Toolbox automatically assigns the Length characteristic to the field object.

- By the SAP System
  
  The SAP System assigns the Permissibility per infotype characteristic to the field object.
Create Objects

Use

The Create function is permitted for all objects.

- **Database objects** [Seite 665]
- **Cluster objects** [Seite 666]
- **Table objects** [Seite 667]
- **Field objects** [Seite 669]

You use the function to create an object in the tree structure and the accompanying characteristics.

Database object

Cluster object

Table object

Field object

Different dialogs are used depending on the object, and you must enter information for the object to be created.

To use the Create function efficiently and to create the data consistently, you must always create the parts of the objects that are subordinate in the hierarchy.

You want to create a database object with the type Master Data (MDTA). To do this, select the required infotypes.

You also want to create a database object with the type Export-Import File (PCL2). To do this, you must select the required cluster object (for example, RX) and then select the required objects from the table objects belonging to the cluster (for example, WPBP).

The field object is an exception. If you create a table object, the system will automatically transfer all assigned field objects to the interface format.
Create Objects

Activities
You create an interface format [Seite 670].
Database Object

Definition
Subset of tables from a database.

You can use the Interface Toolbox to select the following database objects:

- Set of all infotypes (MDTA) with the type *Master Data*
- Payroll and Time Management data (PCL2) with the type *Import/Export file*

Use
You use the database object to create an interface format. When you create an interface format, note the following:

- Database objects with the type *Master Data* (MDTA) are followed by table objects. Infotypes belong to the table objects.
  
  If you create a database object with this type, you can assign required infotypes for the subsequent export.
  
  The table object (infotype) automatically includes all field objects belonging to the relevant infotype.

- If database objects have the type *Import/Export File* (PCL2), then the subordinate hierarchy level consists of cluster objects.

  When you create a database object with this characteristic, you must enter the name of the database table on which the interface format is based (for example, PCL2). The Interface Toolbox will then check whether the specified database table exists in the SAP System.

  You must also maintain the following objects which are lower in the hierarchy:
  - Cluster object
  - Table object

  The table object automatically includes all field objects belonging to the table.

You can also create an additional database object at a later point.

You then run

- The dialog for a table object for master data
- The dialog for a cluster object for an import/export file
Cluster Object

Definition
Each database object, for example, PCL1 or PCL2, with the type Import/Export file consists of related areas. These areas are known as clusters, for example. RX, RD. Cluster objects are dependent on the superordinate database object.

You can select the following cluster objects for database object PCL2:
- Cluster RD
- Cluster RX
- Cluster B2

If the database object has the type Master Data, then there is no cluster object.

Use
If you assign a database object with the type Import/Export file to the interface format, you must select the cluster in which the payroll or time evaluation data is found.

When the interface format is processing cluster data, it uses the existing import macros [Extem] in the SAP System. If you have changed the table objects for the data import in the import macro (for example, if you have deleted or inserted a table object), these changes are automatically transferred to the Interface Toolbox.

The Toolbox checks that the import macro is actually reading the data from the superordinate database object and the specified cluster.

The system checks that the data definition include [Seite 693] and the import macro are syntactically correct.

If you create a new cluster object or change the characteristics of an existing cluster object, you must enter the following information in the system:

- Name of the cluster (for example, B2)
- Name of the data definition include (for example, RPC2RDD0)
  - The data definition include contains the definition of the data defined by the import macro.
- Import macro (for example, RP-IMP-C2-RD)
  - The import macro determines the set of all possible subsequent table objects.

You then run the dialog for the table objects.
Table Object

Definition
Table from Human Resources (HR).
The system differentiates between the following types:

- Section of a cluster object
  
The table object, for example, WPBP, is a section of a cluster object, for example, RX, which belongs in turn to the database object, for example, PCL2.

- Infotype
  
The table object, for example, P0002, is an infotype whose superordinate database object (MDTA) is the set of all infotypes.

Characteristic
The only available characteristics for the table object are those automatically assigned by the SAP System.

Characteristics that you have assigned using the Table Entries function are an exception. For more information, see Table Entries [Seite 677].

The system derives the characteristics from the data definition include (for example, RPC2RDD0) for the superordinate cluster object (for example, RD).

For more information, see the section on data definition of cluster data with the data definition include [Seite 693].

For table objects with the Set of All Infotypes as the superordinate database object (MDTA), the system derives the characteristics from the ABAP Dictionary (DDIC) [Extern].

Use
If you assign a database object with the type Import/Export file to the interface format, you must select the cluster containing the payroll or time evaluation data.

When you create a table object, the system displays a list of all internal tables and field strings. There following types of lists are available:

- List of all internal tables or field strings, if the table object belongs to a cluster object.
- List of all infotypes, if the table object belongs to a database object with the type Master Data.

From this list, you can select the table objects for data export. The Interface Toolbox automatically inserts all accompanying field objects for the selected table object.
Field Object

Definition

The field object, for example, BUKRS for company code, is a field in the superordinate table object, for example, the Organizational Assignment infotype (P0001). The system first assigns characteristics to the field object based on the ABAP Dictionary [Extern]. You can change these later by converting the field object.

Characteristic

- Type (for example, CHAR)
- Length (for example, 4)
- Content (for example, 0001)

Use

Each table object contains a particular number of field objects. A list of all fields belonging to the corresponding table object is displayed. The Interface Toolbox creates the list using the structure assigned to the table object from the ABAP Dictionary. From this list you can select all the field objects whose data you want to export.
Creating an Interface Format

Use

You want to create an interface format with the name \texttt{Z000}. The interface format \texttt{Z000} should contain database objects:

- \textit{Personal data} (P0002):
- \textit{Basic pay} (P0008)

You want to use all field objects from both database objects.

Procedure

1. Choose the \textit{Configuration} tab index.
2. In the \textit{Object to be processed} group box, choose \textit{Interface Format}.
3. In the \textit{Interface format} field, enter the name of your new interface format \texttt{Z000}.
4. Choose \textit{Create}.
   
   You access the \textit{Create Interface Format} dialog box.
5. In the \textit{Country grouping} field, enter the country indicator and, in the \textit{Description of new interface format} field, enter a text.
   
   You access the \textit{Create database object} dialog box.
6. To create a database object with the type \textit{Master Data}, choose the \textit{Master Data}.
   
   To create an interface format with the type \textit{Import/Export file}, you should be familiar with the \textit{import macro for cluster data [Extern]} and \textit{cluster data definition using a data definition include [Seite 693]}.
   
   You access the \textit{Create master data} dialog box.
7. Select the \textit{Personal Data} (P0002) and \textit{Basic Pay} (P0008) infotypes.
   
   The \textit{Export program} dialog box is displayed.
8. Enter data as required.
   
   If you choose \textit{Suggest values}, the system proposes names for the export program and includes.
9. Choose \textit{Continue}.
10. Choose \textit{Edit \rightarrow Expand}.
    
    The system displays all levels of the object tree with the individual field objects for the infotypes.
11. Save your entries.
    
    You access the \textit{Create object catalog entry} dialog box.
12. Enter the development class and choose Save.

**Result**

You have created an interface format with the name **Z000**.

You can use the individual interface format functions to edit the generated interface format. For example, you can [insert a field object in an interface format](Seite 672).
Inserting a Field Object

Use
You can use the Create function to insert field objects in a table object and consequently, alter the sequence of the field objects within a table object. The system inserts the selected field objects after the current cursor position.

Prerequisites
You have created an interface format.

Procedure
1. Choose the Configuration tab index.
2. In the Object to be processed group box, choose Interface Format.
3. In the Interface format field, enter the name of your interface format.
4. Choose Change.
   The system displays the tree structure.
5. Choose Edit → Expand.
   The system displays all table objects with the accompanying field objects.
6. In the selected table object, position your cursor on the field object after which you want to insert one or more field objects.
7. Choose Create.
   You access the Add Fields from <name> dialog box.
8. Select the field object(s) you want to add to the table object.
   The system inserts the selected field objects after the current cursor position.

   If you select a field object from the list that is already assigned to the relevant table object, then this field object will be ignored and not transferred.
9. Save your entries.

Result
You have added one or more field objects to the table object.
Delete Objects

Use
The *Delete* function is permitted for all objects.

- Database objects [Seite 665]
- Cluster objects [Seite 666]
- Table objects [Seite 667]
- Field objects [Seite 669]

You use the function to remove an object from the tree structure.

If you delete an object from the tree structure, you also remove all objects below it in the hierarchy.

You also want to create a database object with the type *Export-Import File* (PCL2).

The accompanying cluster objects, table objects, and field objects are also deleted.

Integration

If you delete objects from the tree structure of the Interface Toolbox, the *change validation* [Seite 696] objects derived from these objects will also be deleted.

This means that the relationship between the object in the interface format and in *change validation* is always consistent.

For example, if you delete the field object (LGART) from the table object (RT), this field object will also be deleted from the change validation tree structure.

Activities

*Delete an object* [Seite 674].
Deleting Objects

Prerequisites
You have created an interface format.
You are in the tree structure [Seite 672] and all table objects are displayed with all field objects.

Procedure
1. Select the objects to be deleted using Select.

When you select an object, the Interface Toolbox includes all dependent objects in the object hierarchy. This means that all objects subordinate to the object to be deleted will also be selected.

2. Choose Delete.

The system deletes all selected objects including those subordinate to the object to be deleted.

3. Save your entries.

Result
You have deleted objects from the tree structure.
Data Definition for Cluster Objects

Use

The Data Definition function is only valid for cluster objects [Seite 666]. This function allows you to change the name of a data definition include [Seite 693] for a cluster object.

If you create a new database object or cluster object for the interface format, the Interface Toolbox requires the following information:

- Name of the cluster
- Name of the data definition include
- Name of import macro

💡

If you change the name of the data definition include you should ensure that the new data definition include contains at least all the data definitions from the old include.

Activities

Either change the name of a data definition include [Seite 676] or display the include.
Changing or Displaying the Data Definition for a Cluster Object

Prerequisites
You have created an interface format.
You are in the tree structure [Seite 672] and all table objects are displayed with all field objects.

Procedure
1. Position the cursor on the required cluster object.
2. Choose Data definition.
   You access the Data Definition for DB <name>, Cluster <name> dialog box.
3. You can now change the name of the data definition include or display the include.
   The dialog box also gives you an overview of the assignment of internal table names or field string names to the corresponding structures in the data dictionary.
4. If you have changed the name of the data definition include, choose Save.

Result
You have changed the name of your data definition include and you have displayed an overview of the assignments to cluster objects.
Table Entries

Use

The Table entries function only applies to table objects [Seite 667].

WPBP (Work center/Basic pay)
Basic pay infotype (P0008)

This function allows you to use the Interface Toolbox to select records for data export from the input data stream. You can specify whether you want to export all table entries or just a selection of entries.

Activities

Select table entries [Seite 678] for a table object.
Selecting Table Entries

Prerequisites
You have created an interface format.
You are in the tree structure [Seite 672] and all table objects are displayed with all field objects.

Procedure
1. Place the cursor on the selected table object.
2. Choose Table entries.
   You access the Table entries for <name> dialog box.
3. Choose an entry for
   a. For an infotype, choose
      – All records valid at the start date of the current period
      – All records valid at the end date of the current period
      – All records valid on at least one day in the current period
      – All existing records, including those outside of the current period
   b. A cluster
      – First entry
      – Last entry
      – All entries in the current period
      – All entries
4. Save your entries.

Result
The result of this selection is only apparent after the data export, for example, in the export program log, or directly in the output file.
Conversion for Field Objects

Use

The Conversion function only applies to field objects [Seite 669].

The Interface Toolbox allows you to modify the export file to meet the requirements of the third-party system, as well as allowing you to transfer the data in the SAP System to the third-party system. The conversion then modifies the data.

During the conversion, the system replaces the old content (value) of the object with the new content (value).

- The Gender Key field object (P0002-GESCH) has the content (value) 2, which should be replaced by the content (value) 1 during the export.
- The Form of Address Key field object (P0002-ANRED) has the content (value) 1, which should be replaced by a text (for example, Dear Sir).
- The names of the wage types in the SAP System (for example, /101) can be replaced by the names of the wage types used in the third-party system (for example, GROSS).

Features

The system differentiates between three conversion types for field objects:

- Direct value [Seite 680]
- Table value [Seite 683]
- User exit [Seite 686]

The Toolbox also includes additional conversion options in the file layout [Seite 769]. You can use these options in addition to or instead of the conversion options in the interface format.

Activities

Select the conversion for a field object [Seite 688].
Constant Conversion Type

Use

The Constant conversion type causes the Interface Toolbox to replace the old value of a field object by a new value during the data export. You can enter the necessary default values for the conversion of the field objects in the <name>(old) and <name>(new) fields of the Direct Value for <name> dialog box.

You want to replace the old value of the ANSSA field object, which is contained in the Addresses infotype (P0006), with a new value.

Enter the following in the Constant for “Address Record Type” dialog box.

<table>
<thead>
<tr>
<th>Field: ANSSA (old)</th>
<th>Field: ANSSA (new)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Main address</td>
<td></td>
</tr>
<tr>
<td>2 Temporary address</td>
<td>Temporary address</td>
</tr>
<tr>
<td>* Holiday address</td>
<td></td>
</tr>
</tbody>
</table>

Features

Replace Constant Generically

Use the * (asterisk) character to replace values generically. In your selected field object, enter a * (asterisk) in the... (old) field as the first and only character. Enter the new constant in the ... (new) field.

If, when processing the data records, the Toolbox finds the character * (asterisk) for generic replacement, the system replaces all values without a suitable entry in the ...(old) field with the value from the ...(new) field for the generic lines.

See also:

Example: Replacing a Constant Generically [Seite 682]

Length of the Field Object for the Constant Conversion Type

You can use the Length function to redefine the field length of a field object. Normally the Toolbox uses the length in the ABAP dictionary as the length of the field object. The new field length can be either longer than, equal to, or shorter than the length in the ABAP dictionary.

Reference for the Constant Conversion Type

You can use the Reference function to refer to an existing, suitable conversion. You can define a reference to an existing conversion program without creating a new conversion program. If you modify the fields in the Constant Value for <name> dialog box then the Toolbox will also integrate these changes in the referenced fields.

If suitable references for the field object to be converted already exist in the SAP System, then they will be shown in the Reference Conversion Type dialog box and they can be used again.
Your payroll result contains the table objects A and B. The LGART field object is contained in table A and table B.

You define the constant conversion type for the LGART field object from table object A.

You only define one reference from the LGART field object in table object B to the LGART field object in table A.

If you modify the Constant conversion type in one of the two fields (A-LGART, B-LGART), then the Toolbox will automatically integrate these changes in the referenced fields.

**Transfer of Entries for Conversion**

Once you have made all the entries for the conversion of a field object, choose *Transfer.*
Example: Replacing a Constant Generically

Purpose
You want to replace the selected values of the KOSTL field object (*cost center*) with new values during the data export.

Process flow
Perform the conversion of direct values in two steps:

1. Enter the following values in the *KOSTL (old)* and *KOSTL (new)* fields in the *Constant for Cost Center* dialog box.

<table>
<thead>
<tr>
<th>Field: KOSTL (old)</th>
<th>Field: KOSTL (new)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111</td>
<td>Z1111</td>
</tr>
<tr>
<td>2222</td>
<td>Z222</td>
</tr>
<tr>
<td>*</td>
<td>ZZZZ</td>
</tr>
</tbody>
</table>

2. When the Interface Toolbox exports data, selected values for the *Cost Center* (*KOSTL*) field are contained in the input data stream records. The system replaces these selected input values for the *Old cost center (KOSTL (old))* field by the values you have entered in the *New cost center (KOSTL (new))* field.

<table>
<thead>
<tr>
<th>Values for the KOSTL field in the input data stream for the export</th>
<th>Content of the KOSTL field after the data export</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111</td>
<td>Z1111</td>
</tr>
<tr>
<td>2222</td>
<td>Z2222</td>
</tr>
<tr>
<td>3333</td>
<td>ZZZZZ</td>
</tr>
</tbody>
</table>
Table Value Conversion Type

Use

The Table Value conversion type operates in a similar way to the Constant conversion type where the Interface Toolbox replaces the old value of the field object with a new value during the export process. However, it differs from the constant conversion type because the new value contained in a field, for example, TITEL for title, comes from a database table [Seite 684], for example, T535N for name supplements. The new value is a value stored in the SAP System and is not determined by a constant.

To use the table value conversion type, you need to know the table names of the required database tables (for example, table T535N for name supplements) and fields (for example, the TITEL field for title).

Key Fields for the Table Value Conversion Type

The content of the key fields defines the access path for the selected field, whose content is to be used as the replacement.

If you enter the name of the database table and field name and choose Enter, then the Toolbox automatically enters the default values from the SAP System in the key fields for this table.

The access path for the key fields is a default value in the SAP System. Check and, if necessary, correct this access path so that the correct field object can be used for the table value conversion.

In addition, the SAP System allows you to use system fields that are available in the System Fields in ABAP Programs (SYST) table. These are the fields that begin with SY-, for example, SY-LANGU for the language key in the SAP logon procedure, and SY-DATUM for the current date in the system. You can use these system fields to define the access path to a field object.
Database Table

Database tables used when converting table values are all tables in the SAP System that exist in the ABAP Dictionary (DDIC). This does **not** just include the database objects used by the Interface Toolbox for the interface format.
Example: Replacing a Table Value

You can use the table value conversion type is to replace values that represent a code with values that represent a text and which already exist in a field in the database table.

You want to replace the value in the Form of Address (ANRED) field object in the Personal Data (P0002) infotype with the value from the Form of Address text (ATEXT) in the Forms of Address (T522T) database table.

You are in Conversion → Table value for the Form of Address (ANRED) field object from the Personal Data (P0002) table object.

Enter T522T in the Table field and ATEXT in the Field Name field in the Table Values for “Form of Address Key” dialog box. When you choose Enter, the key fields P0002-SPRSL and P002-ANRED are displayed, provided you have selected both fields for the export.

You end the example with the Transfer function.
User Exit Conversion Type

Use

If the functions offered by the Constant and Table Value conversion types do not meet your requirements, the Interface Toolbox allows you to use your own, user-defined conversion program. The User Exit conversion type creates the link to the customer conversion program.

Prerequisites

The following conditions must be met before you can define the field object conversion for the User Exit conversion type in the interface format:

- You have generated a user-defined program for the conversion of a field object.
  
  The name of the user-defined program matches the program name in the Program field.

- The routine specified in the Form Routine field is specified in your user-defined program.
  
  The SAP System checks that the specified form routine exists in your user program.

- The Interface Toolbox provides you with a default value for the length of the field object to be converted. You can modify this length to suit your requirements at any time.

The User Exit conversion is carried out for each table line in the selected table object (for example, WPBP) in the input data stream. Define the form routine in your user-defined program with two parameters:

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameter 1</td>
<td>Current line of the table object in which the field object is contained (input parameter)</td>
</tr>
<tr>
<td>Parameter 2</td>
<td>Result of conversion (return value)</td>
</tr>
</tbody>
</table>

The return value is interpreted as a character field type.

See also:

Example: User Exit with Form Routine [Seite 687]
**Example: User Exit with Form Routine**

**Basic Situation**
You use a customer *User Exit* with the program name ZUSEREXI and the form routine with the name KONVERT.

You wish to convert the value in the *Title* (TITEL) field object in the *Personal Data* infotype (P0002) to the text from the *Title* (TTOUT) field in the *Name Supplements* (T535N) table. The title ING (for engineer) should not be used.

**Procedure**
The customer program for the user exit (including the form routine) could be as follows:

```plaintext
FORM KONVERT TITEL USING VALUE(P0002) STRUCTURE P0002
    CHANGING VALUERESULT.
    IF P0002-TITEL <> `ING.`.
        SELECT SINGLE * FROM T535N
            WHERE ART = `T`
            AND TITEL = P0002-TITEL.
        IF SY-SUBRC = 0.
            RESULT = T535N-TTOUT.
        ELSE.
            CLEAR RESULT.
        ENDIF.
    ELSE.
        CLEAR RESULT.
    ENDIF.
ENDFORM.
```
Selecting the Conversion for A Field Object

Prerequisites
You have created an interface format.
You are in the tree structure [Seite 672] and all table objects are displayed with all field objects.

Procedure
5. Place the cursor on the selected table object.
6. Choose Table entries.
   You access the Table entries for <name> dialog box.
7. Place the cursor on the selected field object and choose Conversion.
   The Conversion type dialog box appears.
8. Choose one of the following conversion types:
   - Constant
     You access the Direct Value for <name> dialog box.
     a) Enter data as required.
     b) Choose Transfer.
   - Table value
     You access the Table Value for <name> dialog box.
     a) Enter data as required.
     b) Choose Transfer.
   - User Exit
     You access the User Exit for <name> dialog box.
     a) Enter the required data.
8. Choose one of the following conversion types:
   a) Enter data as required.
   b) Choose Transfer.
8. Save your entries.

Result
You have assigned a conversion type to the selected field object.
Selecting the Conversion for A Field Object
Restrictions for Field Objects

Use

The *Restrictions* function only applies to field objects [Seite 669].

The *Address record type* field (ANSSA) in the *Addresses* infotype (P0006).

The *Pay scale type* field (TAFAR) from table WPBP (Work center/Basic pay).

You can use this function to select records from the input data stream to be exported by the Interface Toolbox. The selection criterion is the field object with the predetermined restrictions.

You can use your default values to define the restrictions referring to the content of the selected field object. Only the data records whose field object matches that in the *Restrictions* function will be exported from the input data stream.

You only want to select the main address from the ANSSA (address type) field in the *Addresses* infotype (P0006). You do not need the other address types.

To do this, enter 1 for address in the *Restrictions for “P0006-ANSSA”* dialog box and copy the entry.

The Interface Toolbox only exports the input records for the data stream that have 1 (main address) in the ANSSA field. Data records with other addresses are not exported.

Restriction types for field objects

- Special restrictions for wage types
  
  This type of restriction is only valid for wage types from wage type tables.

  For more information on wage types, see [Wage Type Processing in the Interface Toolbox [Seite 726].

- General restrictions
  
  This type of restriction is valid for field objects with the type CHAR and NUM.

Activities

[Select the restrictions for a field object [Seite 691].]
Creating Restrictions for a Field Object

Prerequisites
You have created an interface format.
You are in the tree structure [Seite 672] and all table objects are displayed with all field objects.

Procedure
1. Place the cursor on the selected field object.
2. Choose Restrictions.
   You access the Restrictions for <name> dialog box.
3. If you have already defined restrictions for the field object and want to insert more restrictions, choose New line.
4. Enter the restrictions.
   Several entries for a field object are linked implicitly with the logical operation OR.
5. Choose Transfer.
6. Save your entries.

Result
You have created a restriction for the selected field object.
Attributes in the Interface Format

Use
You use the Attributes function to define the processing parameters for the interface format. These are used by system when the data is exported. They determine how the interface format will be used in the SAP System.

Features
The attributes can be changed during or after the processing of the interface format.

For the process control:
- Interface without payroll
- Check control record
- No retroactive accounting
- Valuate wage types indirectly
- Layout conversion directly after export
- New change validation [Seite 700]

For storing the interface results:
- Do not save to cluster IF
- Save current results only

Activities
You use the Attributes function to assign the attributes at any time during the editing of the interface format.

⚠️ You must assign the attributes to the interface format before you generate the export program.

If you assign the attributes to the interface format later, you must regenerate the export program.
Data Definition Include

Definition
The data definition include contains the definitions of the internal tables and field strings used in the import macro [Extern]. Like the import macro, it is a further characteristic of the cluster object [Seite 666]. There is just one include for each cluster object, and it contains the definition of the data.

Use
The Interface Toolbox must recognize the structure of the cluster to be able to read cluster objects in the SAP System. The data definition include contains this structure definition. The Toolbox uses the data definition include to read the data from a cluster.

Activities
The Interface Toolbox enables you to generate a data definition include automatically [Seite 694] using the specifications for this program.
Creating an Include Automatically or Using an Existing Include

Procedure

1. Choose the Configuration tab index.
2. In the Object to be processed group box, choose Interface Format.
3. In the Interface format field, enter the name of your new interface format.
4. Choose Create.
   You access the Create Interface Format dialog box.
5. In the Country grouping field, enter the country indicator and, in the Description of new interface format field, enter a text.
   You access the Create database object dialog box.
6. Choose Payroll results/Time data.
   You access the Create Payroll Results/Time Data dialog box.
7. In the File Data data group, enter the following fields:
   | Import/Export Table | Name of import/export file (for example, PCL2) |
   | Name of the cluster | Name of the cluster (for example, RU) |
8. Choose Continue.
   The system suggests values for the automatic generation of data definition include.
   
   For example, RP-IMP-C2-RD is displayed in the Name of import macro field.
   
   For example, RPCALCU0 is displayed in the Name of program field.
9. Choose one of the following steps:
   - **Create a data definition include automatically**
   
   a) So that the system will generate the data definition include, enter a new name for the include (for example, ZPC2RU00) in the Include to be created field of the Data definition include group. If necessary, change the names of the import macro and program.

   The program name for the cluster containing payroll results (Rx) is the program name of the payroll driver that you use in Payroll.
   - RPCALCx0; where x is the country indicator, for example, RPCALCD0
   - HxxCALC0; where xx is the country indicator, for example, AR for Argentina

   The program name for the time evaluation cluster B2 is the international name RPTIME00 (Time Evaluation).
Creating an Include Automatically or Using an Existing Include

b) To generate the include, choose Continue.
   You access the Create Object Catalog dialog box.

c) In the subsequent dialog, enter the corresponding object catalog entry.
   You access the Add Tables/Field Strings dialog box.

- Use an existing include
   You have already created a data definition include for another interface format for the same cluster object, and want to use this include.

   a) To use this data definition include, choose Existing include in the Data definition include data group. In the Name of include field, enter the name.

   b) Choose Continue.
      The Insert Tables/Field Strings dialog box is displayed.

10. Select the required objects.
11. Choose Continue.
12. Save your entries.

Result
You have created your data definition include automatically or used an existing data definition include.
**Change Validation**

Most of the data exported to a third-party system using the Interface Toolbox does not change in every payroll period [Extern]. For example, an employee’s personal details (name, first name, personnel number, and so on) rarely differ from one period to the next.

If the Interface Toolbox transfers all data for a payroll period for every data export, the following disadvantages arise:

- Increased redundancy of exported data (larger volume of data)
- Increased transfer load during the data export
- Increased processing

  The receiver must process all transferred information as it is not possible to determine in advance whether or not the information has changed during the payroll periods.

- High probability of errors made by the Interface Toolbox during data export and during the processing of the information by the receiver

It is therefore a good idea to only export data that has changed since the last data export. The third-party system can use the data that has not changed since the last data export again since this data already meets your requirements. Only changes to the data must be transferred to the third-party system for further processing.

The Change Validation function allows you to avoid exporting unchanged data.

**Prerequisites**

You have created an Interface Format and can only call the objects assigned to the Interface Format for change validation. The objects for change validation include:

- Table objects [Seite 667] (internal tables, field strings, and infotypes)
- Field objects [Seite 669]
For more information on the interface format and objects, see Interface Format [Seite 661].

**Features**

To deal with this problem, the Interface Toolbox has a *change validation* function with a wide range of functions.

- Create objects [Seite 707]
- Delimit objects [Seite 709]
- Single field validation [Seite 712]
- Key fields [Seite 715]
- Relations [Seite 718]
- Wage types [Seite 721]
- User-defined change validation [Seite 722]

⚠️

There are special rules for the change validation of wage types from the corresponding wage type tables. For more information, see Wage Type Processing in the Interface Toolbox [Seite 726].

See also:

Comparison Period for Change Validation [Seite 698]
Comparison Period for Change Validation

Definition

The comparison period is a payroll period used in change validation to determine which data has changed since the last export.

Use

The Change Validation function allows the Interface Toolbox to determine which data has changed from one period to another. This data is then transferred to the export file and this determines the volume of data to be exported.

If retroactive accounting is first excluded from individual payroll periods and from multiple exports, then it is easy to determine which data in a payroll period will be used for comparison. A comparison is always made between the data for the current export and the data for the last export, since it identifies the changes that have occurred in the data to be exported.

Data from the March payroll period is compared with the data from the February payroll period when the data is exported. Differences in the March payroll period when compared to the February payroll period are exported.

If data is exported for an employee for the first time, there is no comparison period for payroll. If this is the case, the system exports the data for the existing payroll period.

The determination of payroll periods for retroactive accounting and multiple exports is explained in the following sections.

See also:

Setting the Comparison Period for Multiple Export [Seite 699]
Setting the Comparison Period for Retroactive Accounting [Seite 700]
Setting the Comparison Period for Multiple Export

Use
If you run the export program several times for the same payroll period, then this is known as multiple export. Multiple export can be split into two types:

- Repeat
- Additional export

To identify the changes in the dataset for multiple export, the system must know the payroll period. When you define the payroll period, you should note the following:

The selection screen for the export program [Seite 757] contains a Repeat run parameter in the Export options group box.

- **Select the checkbox for a repeat run.**
  
  The last data export for this payroll period did not take place for the export program.
  
  The change validation function uses the last but one data export from the selected payroll period to compare the data. An export must have taken place previously, otherwise the comparison will be made with the most recent comparison period.

- **Do not select the checkbox for an additional export.**
  
  If another export run takes place during the selected payroll period, the export program assumes that the third-party system has received the data from the last export.
  
  The change validation function uses the last data export from the selected payroll period to compare the data. An export must have taken place previously, otherwise the most recent period will be used for the comparison.

See also:

Setting the Comparison Period for Retroactive Accounting [Seite 700]
Setting the Comparison Period for Retroactive Accounting

Use

There are two ways of setting the comparison period for retroactive accounting:

- **First method**
  
  The third-party system receives the data from the original period as well as from the retroactive accounting period.
  
  - If the *New change validation* attribute is flagged, the Toolbox uses the [new variant for the first method](Seite 701).
  
  - If the *New change validation* attribute is not flagged, the Toolbox uses the [old variant for the first method](Seite 703).

- **Second method** *(Seite 705)*
  
  The third-party system only receives data from the original period.
Determination of Comparison Period Using First Method if New change validation Attribute Is Flagged

Prerequisites

The Toolbox uses this variant if you

1. Have flagged the New change validation attribute [Seite 692] in the interface format
2. Have not flagged the Only original periods export option for the export.
   
   It is assumed that the third-party system has received the data from the retroactive accounting periods as well as from the original periods.

Use

We recommend that you use this variant because the disadvantages of the old variant [Seite 703] do not apply. The Toolbox now uses the new variant as the standard for a new interface format.

Advantages

- Each change is only sent once per payroll period. If subsequent exports follow the first export, in contrast to the old variant, these changes are not sent.
- The Toolbox also sends retroactive changes in all cases.

For the first export after a change that covers several payroll periods, the changes are sent for each payroll period affected by the change.

In retroactive accounting for payroll, the preceding payroll periods are defined using the rule that the last original period is always used as the comparison period.

Rule

The system always determines the most recent payroll period in which the for-period view [Extern] matches the payroll period. If this does not exist, the last exported payroll period is used. The payroll period can be a previous retroactive period for the current export if it exists or the last payroll period of the past export.

These rules are described in an example.

<table>
<thead>
<tr>
<th>Sequential no.</th>
<th>For-period</th>
<th>In-period</th>
<th>Contents field 1</th>
<th>Contents field 2</th>
<th>Preceding period</th>
<th>Contents field 1 sent</th>
<th>Contents field 2 sent</th>
<th>Preceding period</th>
<th>Contents field 1 sent</th>
<th>Contents field 2 sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>New</td>
<td>New</td>
<td>Old</td>
<td>Old</td>
<td>Old</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The payroll periods listed in the table are applicable for an employee.
**Determination of Comparison Period Using First Method if New change validation Attribute Is Flagged**

<p>| | | | | | | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01 2000</td>
<td>01 2000</td>
<td>A</td>
<td>X</td>
<td>-</td>
<td>A</td>
<td>X</td>
<td>-</td>
<td>A</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>02 2000</td>
<td>02 2000</td>
<td>B</td>
<td>X</td>
<td>1</td>
<td>B</td>
<td>#</td>
<td>1</td>
<td>B</td>
<td>#</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>01 2000</td>
<td>02 2000</td>
<td>A</td>
<td>Y</td>
<td>1</td>
<td>#</td>
<td>Y</td>
<td>1</td>
<td>#</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>02 2000</td>
<td>02 2000</td>
<td>B</td>
<td>Y</td>
<td>2</td>
<td>#</td>
<td>Y</td>
<td>3</td>
<td>B</td>
<td>#</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Determination of Comparison Period Using First Method if New change validation Attribute Is Not Flagged

Prerequisites
The Toolbox uses this variant if you
1. Have not flagged the New change validation attribute [Seite 692] in the interface format
2. Have not flagged the Only original periods export option for the export.

Use
The specification of the precedent for the payroll period in change validation has been converted. For compatibility reasons, SAP supports this variant.

Disadvantages
- If a payroll period is exported several times, changes are also transferred several times.
- In certain situations, the Toolbox does not export retroactive changes.

In retroactive accounting for payroll, the preceding payroll periods are defined using the following rules:

Rule 1
For the first retroactive accounting period in payroll, the preceding period is the most recent payroll period in the in-period view [Extern] that matches the current payroll period in the for-period view [Extern]. If this payroll period does not exist, then the system does not call up a preceding period for the data comparison.

Rule 2
For the following retroactive accounting periods and the original period for payroll, the system always uses the preceding retroactive accounting periods.

These rules are described in an example.

The payroll periods listed in the table are applicable for an employee.

<table>
<thead>
<tr>
<th>Sequential no.</th>
<th>For-period</th>
<th>In-period</th>
<th>Preceding period</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>01 2000</td>
<td>01 2000</td>
<td>none</td>
<td>First export</td>
</tr>
<tr>
<td>00002</td>
<td>02 2000</td>
<td>02 2000</td>
<td>00001</td>
<td></td>
</tr>
<tr>
<td>00003</td>
<td>03 2000</td>
<td>03 2000</td>
<td>00002</td>
<td></td>
</tr>
<tr>
<td>00004</td>
<td>04 2000</td>
<td>04 2000</td>
<td>00003</td>
<td></td>
</tr>
</tbody>
</table>
## Determination of Comparison Period Using First Method if New change validation Attribute Is Not Flagged

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>00005</td>
<td>02 2000</td>
<td>05 2000</td>
<td>00002</td>
<td>Preceding period according to rule 1</td>
</tr>
<tr>
<td>00006</td>
<td>03 2000</td>
<td>05 2000</td>
<td>00005</td>
<td>Preceding period according to rule 2</td>
</tr>
<tr>
<td>00007</td>
<td>04 2000</td>
<td>05 2000</td>
<td>00006</td>
<td>Preceding period according to rule 2</td>
</tr>
<tr>
<td>00008</td>
<td>05 2000</td>
<td>05 2000</td>
<td>00007</td>
<td>Preceding period according to rule 2</td>
</tr>
</tbody>
</table>
Second Method for Setting the Comparison Period

Use

It is assumed that the third-party system has not received the data from the retroactive accounting periods. The third-party system only receives data from the original period.

In retroactive accounting for payroll, the preceding payroll periods are defined using the rule that the last original period is always used as the comparison period.

Rule

The system always uses the last original period as the comparison period.

Application and Procedure for this rule

On the selection screen for the export program [Seite 757], select the Only Original Periods radio button in the Export Options group box. The export program then uses the original payroll periods to check for changes.

Result

The retroactive periods in payroll are suppressed for the data export.

The comparison period for change validation is always an original period.

The payroll periods listed in the table are applicable for an employee.

Only the original periods should be called up for the data export. The third-party system does not contain the data from the retroactive accounting periods.

<table>
<thead>
<tr>
<th>Sequential no.</th>
<th>For-period</th>
<th>In-period</th>
<th>Preceding period</th>
<th>Period type</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>01 1996</td>
<td>01 1996</td>
<td>No preceding period</td>
<td>O</td>
</tr>
<tr>
<td>00002</td>
<td>02 1996</td>
<td>02 1996</td>
<td>00001</td>
<td>O</td>
</tr>
<tr>
<td>00003</td>
<td>03 1996</td>
<td>03 1996</td>
<td>00002</td>
<td>O</td>
</tr>
<tr>
<td>00004</td>
<td>04 1996</td>
<td>04 1996</td>
<td>00003</td>
<td>O</td>
</tr>
<tr>
<td>00005</td>
<td>02 1996</td>
<td>05 1996</td>
<td>No export</td>
<td>R</td>
</tr>
<tr>
<td>00006</td>
<td>03 1996</td>
<td>05 1996</td>
<td>No export</td>
<td>R</td>
</tr>
<tr>
<td>00007</td>
<td>04 1996</td>
<td>05 1996</td>
<td>No export</td>
<td>R</td>
</tr>
<tr>
<td>00008</td>
<td>05 1996</td>
<td>05 1996</td>
<td>00004</td>
<td>O</td>
</tr>
</tbody>
</table>

Legend

O    Original period
R    Retroactive accounting period
Second Method for Setting the Comparison Period
Create Objects

Use

The Create function for change validation only applies to table objects [Seite 667]. This function checks a table objects and accompanying field objects assigned to the interface format for changes to the dataset between two exports. The system compares an object from one data export with the same object from the previous data export and checks for changes. The table object and all field objects lower in the hierarchy are included in data validation.

For example, the Personal Data infotype (P0002) includes all field objects that the infotype has in the selected interface format.

If you do not use any other change validation functions, the system performs change validation for the table objects using the accompanying field objects. If change validation identifies at least one change in an object, then the export program will transfer the complete table object with data to the third-party system.

Activities

Create table objects for change validation [Seite 708].
Creating Objects

Prerequisites
You have created an interface format.

Procedure
1. Choose the Configuration tab index.
2. In the Object to be processed group box, choose Interface Format.
3. In the Interface format field, enter the name of your interface format.
4. Choose Change Validation.
5. Choose Display / Change.
   The system changes to the change mode.
6. Choose Create.
   You access the Field Strings/Tables dialog box.
7. Select the table object for change validation.
8. Choose Continue.
   The system displays the tree structure.
9. Choose Edit → Expand.
   The system displays the accompanying field objects for the table object.
10. Save your entries.

Result
You have assigned selected objects in your interface format to change validation, or created objects for the change validation.
Delimit Objects

Use

You can use the Delimit function for table objects (internal tables, field strings, and infotypes).

This function flags a table object and the accompanying field objects in the payroll period to be exported as invalid.

💡

The Delimit function cannot be used separately for an individual field object. If you create this function for a table object, the system includes all field objects belonging to this object in the delimitation.

Features

By delimiting an object, all field objects belonging to this object are flagged with the character "<". The delimitation information "<" is transferred with the respective field object length.

The key fields are exceptions because the system always exports the contents of key fields.

During the data export by the Interface Toolbox, the delimited object is transferred to the third-party system along with all flagged field objects. By looking at the flagged field object the receiver can determine whether or not the object is still valid for the relevant employee.

Activities

Activate the Delimit function for a table object.

See also:

Example: Delimiting an Infotype
Example: Delimiting an Infotype

You have activated Change Validation for the External Bank Transfers infotype (0011). Choose Delimit and define a unique key for the infotypes, for example, the fields BANKL and BANKN.

The normal change validation process is not affected. However, if the infotype record with the defined key is delimited, the Interface Toolbox only defines the values for these key fields. The delimitation character “<” is entered in all other fields.

Your employee was a member of a club, and between January 1996 and March 1996 the membership fees were paid by external bank transfer. This amount is entered in Ext.Bank Transfer (0011) infotype.

The employee ended the club membership on March 31, 1996. You must now set the validity end date for this external bank transfer to March 31, 1996 using master data maintenance.

Use the Interface Toolbox to carry out the data export for April 1996. The following field objects for the Ext. Bank Transfer (0011) infotype are included in the objects transported to the third-party system.

**External Transfers Infotype (0011)**

<table>
<thead>
<tr>
<th>Field Object</th>
<th>Name</th>
<th>Field content</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0011-BANKL</td>
<td>Bank key</td>
<td>672922</td>
</tr>
<tr>
<td>P0011-BANKN</td>
<td>Bank account number</td>
<td>700100</td>
</tr>
<tr>
<td>P011-BETRAG</td>
<td>Amount</td>
<td>&lt;... &lt;</td>
</tr>
<tr>
<td>P0011-LGART</td>
<td>Wage types</td>
<td>&lt;... &lt;</td>
</tr>
</tbody>
</table>

The field content “<” (delimitation) means that the Ext.Bank Transfer infotype (0011) and all relevant field objects are invalid for this employee in the export payroll period.
Delimiting Objects

Prerequisites

You have created an interface format.

Procedure

20. Choose the Configuration tab index.
21. In the Object to be processed group box, choose Interface Format.
22. In the Interface format field, enter the name of your interface format.
23. Choose Change Validation.
   The system switches to the change mode and displays the tree structure.
25. Choose Edit → Expand.
   The system displays the accompanying field objects for the table object.
26. Place the cursor on the table object.
27. Choose Delimit.
   The system delimits the selected table objects with the accompanying field objects.
28. Save your entries.

Result

You have delimited the table object and respective field objects for change validation.

💡

You can reverse the delimitation by selecting the table object and choosing the Delimit function again.
Single Field Validation

Use

The Single Field Validation function only applies to table objects [Seite 667].

The Change Validation function usually considers the field objects in a table object (internal tables, field strings and infotypes) as a unit. The system exports the complete table object as soon as a field object in the table object has changed.

The Single Field Validation function allows you to export just the field objects that have changed. If the field object has not changed, the “#” character is exported.

⚠️

If no field object in a table object has changed from one payroll period to the next, then the complete table object is ignored. The corresponding table object is not exported.

Activities

Activate single field validation [Seite 714] for a table object.

See also:

Example: Single Field Validation [Seite 713]
Example: Single Field Validation

In the TEST interface format, the Work Center/Basic Pay (WPBP) table object is defined with the Personnel Subarea (BTRTL), Personnel Area (WERKS) and Employee Subgroup Grouping for Personnel Calculation Rule (ABART) field objects. The individual field validation function is activated for the table object (WPBP). The system exports the following values for the displayed payroll results:

Export with Single Field Validation

<table>
<thead>
<tr>
<th>Object</th>
<th>Previous payroll result</th>
<th>Current payroll result</th>
<th>Data after import</th>
</tr>
</thead>
<tbody>
<tr>
<td>WPBP-BTRTL</td>
<td>0001</td>
<td>0001</td>
<td>######</td>
</tr>
<tr>
<td>WPBP-WERKS</td>
<td>0002</td>
<td>0003</td>
<td>0003</td>
</tr>
<tr>
<td>WPBP-ABART</td>
<td>1</td>
<td>1</td>
<td>#</td>
</tr>
</tbody>
</table>

For Comparison:

Export Without Single Field Validation

<table>
<thead>
<tr>
<th>Object</th>
<th>Previous payroll result</th>
<th>Current payroll result</th>
<th>Data after import</th>
</tr>
</thead>
<tbody>
<tr>
<td>WPBP-BTRTL</td>
<td>0001</td>
<td>0001</td>
<td>0001</td>
</tr>
<tr>
<td>WPBP-WERKS</td>
<td>0002</td>
<td>0003</td>
<td>0003</td>
</tr>
<tr>
<td>WPBP-ABART</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
Validating Single Fields

Prerequisites
1. You have created an interface format [Seite 670].
2. You have created the change validation for a table object [Seite 708].
3. The Maintain Change Validation screen appears.
   The system displays the accompanying field objects for the table object [Seite 711].

Procedure
1. Place the cursor on the table object.
2. Choose Single Field Validation.
   The system validates the single fields for the selected table object.
3. Save your entries.

Result
You have activated single field validation for a table object. In the future, only changed field objects will be exported.

💡
You can reverse the single field validation by selecting the table object and choosing the Single Field Validation function again.
Key Fields

Use

You can only use the *Key Fields* function for [field objects][Seite 669] in internal tables or infotypes.

💡

The *Key Field* function cannot be used for the *Field string* table object, since the field string only consists of one entry (for example, the *Personal Features (PERM)* field string in cluster object Rx (for example, RD, RU)).

Change validation for table objects (internal tables) can only function successfully if you specify which line of the current table is to be compared with which line in the table from the comparison period. The *Key Field* function defines those fields which clearly determine a table line as key fields for the table object. This means that one table cannot contain two lines that match in all key fields.

For each current table entry, the SAP System searches in the current payroll period for a table entry with the same key fields in the comparison period and then compares all fields.

Activities

Define the field objects as key fields [Seite 717]

See also:

Example: Key Fields [Seite 716]
Example: Key Fields

You have defined two field objects, Bank Number (BANKL) and Account Number (BANKN) as key fields in the table object containing the bank transfer amounts.

A bank transfer must exist for each account number so that change validation function can work with the key field function successfully.

<table>
<thead>
<tr>
<th>Payroll Period 01</th>
<th>Payroll Period 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANKL</td>
<td>BANKN</td>
</tr>
<tr>
<td>Key field</td>
<td>Key field</td>
</tr>
<tr>
<td>672922</td>
<td>700100</td>
</tr>
<tr>
<td>672922</td>
<td>700101</td>
</tr>
<tr>
<td>672922</td>
<td>700102</td>
</tr>
<tr>
<td>672922</td>
<td>600500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BANKL</th>
<th>BANKN</th>
<th>AMOUNT</th>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key field</td>
<td>Key field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>672922</td>
<td>700100</td>
<td>950.00</td>
<td>Change in amount</td>
</tr>
<tr>
<td>672922</td>
<td>700101</td>
<td>&lt;…&lt;</td>
<td>if delimitation active</td>
</tr>
<tr>
<td>672922</td>
<td>700103</td>
<td>100.00</td>
<td>Only in period 02</td>
</tr>
<tr>
<td>672922</td>
<td>600500</td>
<td>500.00</td>
<td>Only in period 02</td>
</tr>
</tbody>
</table>

The Bank Number (BANKL) and Account Number (BANKN) field objects are key fields. The content of these fields is exported, not the "<" character (delimitation).
Defining Key Fields

Prerequisites
1. You have created an interface format [Seite 670].
2. You have created the change validation for a table object [Seite 708].
3. The Maintain Change Validation screen appears.
   The system displays the accompanying field objects for the table object [Seite 711].

Procedure
4. Place the cursor on the table object.
5. Choose Key Fields.
   The selected field objects in the tree structure have the key field symbol.
6. Save your entries.

Result
You have defined a key field object for change validation.

💡
You can reverse the definition by selecting the field object and choosing the Key fields again.
Relations

Use

The Relations function only applies to field objects [Seite 669].

⚠️ To use the Relations Between Field Objects function, single field validation [Seite 712] must be active for the relevant table object.

Features

The single field validation and relations are related as follows:

If single field validation is active for a table object, the system only exports fields from the table object that have changed.

There are often close relationships between individual fields in a table in the SAP System. This means that the fields are only meaningful together. For example, an employee’s personnel subarea data is only meaningful if the personnel area to which the personnel subarea is assigned is also known.

To meet this requirement, you can use the Interface Toolbox to define relations between two or more fields. If at least one field that is linked to one or more other fields by the Relations function changes, then the system exports all linked fields again.

Activities

Create relations [Seite 720] between field objects.

See also:

Example: Relations Between Field Objects [Seite 719]
Example: Relations Between Field Objects

You have already activated single field validation for the Work Center/Basic Pay (WPBP) table object.

You want to link the Personnel Area (WERKS) and Personnel Subarea (BTRTL) field objects using relations.

If the content of one of the two field objects changes from one data export to the next, the system exports both field objects again.

<table>
<thead>
<tr>
<th>Previous payroll period</th>
<th>Current payroll period</th>
<th>Export the following data</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>WPBP-BTRTL=0001</td>
<td>WPBP-BTRTL=0001</td>
<td>WPBP-BTRTL=0001</td>
<td>Export again</td>
</tr>
<tr>
<td>WPBP-WERKS=0002</td>
<td>WPBP-WERKS=0003</td>
<td>WPBP-WERKS=0003</td>
<td>Export again</td>
</tr>
<tr>
<td>WPBP-ABART=1</td>
<td>WPBP-ABART=1</td>
<td>WPBP-ABART=#</td>
<td>No change, single field validation is active</td>
</tr>
</tbody>
</table>

The system also checks field objects with no relations individually.
Creating Relations

Prerequisites
1. You have created an interface format [Seite 670].
2. You have created the change validation for a table object [Seite 708].
3. To perform this function, you must first activate Single Field Validation [Seite 712] for the table object to which the field object belongs.
4. The Maintain Change Validation screen appears.
   The system displays the accompanying field objects for the table object [Seite 711].

Procedure
1. Place the cursor on the selected field object.
2. Choose Relations.
   You access the Relations for <name> dialog box.
3. Select the field object(s) to be linked to the previously selected field object with a relation.
4. Save your entries.

Result
You have created relations for a field object in change validation.

If you choose the Relations icon in front of the name of the field object, you display a list of all field objects related to the selected field object.
To delete unwanted entries, select the entry and choose Delete.
Wage types

For information on the Wage Types function, see Wage Types in Change Validation [Seite 736].
User-Defined Change Validation

Use

You can use this function to specify that the decision of whether or not to carry out change validation will only be made when the export program runs. If you want to use this function, the Toolbox requires a user-defined program to decide whether or not to activate change validation.

Features

The Interface Toolbox makes demands on the user-defined program so that the change validation can be activated when the program runs.

Program type

The program type can have the following values:

- **1** Executable program
- **S** Subroutine pool

Parameters

The program must contain a form routine with only one parameter. This parameter displays the return value for the form routine. The return value determines whether or not the export value is to carry out the change validation. The following values are possible for the return value:

- **Change validation not active**
- **Change validation active**

The Change Validation function is set to **active** as default.

INCLUDE

If you include INCLUDE 3 from the Export Program function (interface format [Seite 661]) in the customer program, you can use current export data and the export data from the comparison period to the customer form routine to decide whether to activate change validation.

Activities

Activate the user-defined change validation [Seite 725]

See also:

Naming Conventions for Export Data [Seite 723]

Example: User-Defined Change Validation [Seite 724]
Naming Conventions for Export Data

The following naming conventions apply to the export data:

- NEW_<table name> for the current export data (for example, NEW_WPBP)
- OLD_<table name> for the export data from the comparison period (for example, OLD_WPBP)
Example: Customer Program for Change Validation

The following example shows a possible structure for your user-defined program, which will be used to decide whether or not to activate change validation when the export program runs.

```
REPORT ZPCIFP01.
INCLUDE ZPCIFRX3. "INCLUDE 3 from export program
FORM DIFFERENCE_CHECK USING SWITCH.
   SWITCH = '1'. "change validation is active
   READ TABLE NEW_WPBP INDEX 1.
   IF SY-SUBRC = 0.
   READ TABLE OLD_WPBP INDEX 1.
   IF SY-SUBRC = 0.
      IF ( NEW_WPBP-MASSN <> OLD_WPBP-MASSN) AND
         ( NEW_WPBP-MASSN = '05').
         SWITCH = '0'. "change validation is not active
   ENDIF.
   ENDIF.
ENDIF
ENDFORM.
```

Legend

The form routine uses the SWITCH parameter, which decides whether or not the change validation is active.

The change validation function is set to active as default (SWITCH = 1). If the MASSN field in the Work Center/Basic Pay (WPBP) table for the current export data differs from that in the comparison period, and if the current personnel action (MASSN) is ‘05’, then change validation is not active.
Activating User-Defined Change Validation

Prerequisites
1. You have created an interface format [Seite 670].
2. You have created the change validation for a table object [Seite 708].
3. The Maintain Change Validation screen appears.
   The system displays the accompanying field objects for the table object [Seite 711].

Procedure
5. Choose User-defined change validation.
   The User-Defined Change Validation dialog box appears.
6. In the Program field, enter the customer (user-defined) program. In the Form Routine field, enter the name of the accompanying form routine.
7. Save your entries.

Result
You have specified which user-defined program the Toolbox will use to decide whether or not to activate change validation when the export program is run.
Wage Type Processing with the Toolbox

Use

In payroll, wage types are important stores of information which are used to calculate wages and salaries. The wage type is particularly important in the Interface Toolbox, which was developed to export payroll results from the Human Resources (HR) component to a third-party system.

Special, enhanced processing rules apply for particular functions in the Interface Toolbox to meet the demands made on the wage types. These processing rules differ from the processing rules for individual functions. This concerns the following functions:

- Interface Format
  
  Wage Types in the Interface Format [Seite 727]

- Change Validation
  
  Wage Types in Change Validation [Seite 736]

The same processing rules apply to wage types as to other objects for all functions in the interface format or change validation that are not specifically mentioned here (for example, the conversion function for field objects, and so on)
Wage Type Tables in the Interface Format

Definition

A Human Resources (HR) table can be treated as a wage type table in the interface format if the table contains at least one field with the LGART field name.

Use

The Interface Toolbox processes wage types and the accompanying wage type tables in the SAP System separately in the interface format.

Table Types

If there is a field in the table with the name LGART, then one of the following two table types can be set for this table:

- **Regular tables**
  
  The system treats the tables in the interface format as regular tables (for example, WPBP (Work Center/Basic Pay)).

- **Wage type tables**
  
  The system treats the tables in the interface format as wage type tables (for example, RT (Results Table)).

Assign Table Type

The Restrictions function in the interface format allows you to assign one of the two table types to a table containing at least one field with the name LGART. If you select one of the special restrictions for wage types using the Restrictions [Seite 690] function, then the Toolbox will define this table as a wage type table.

⚠️

The Results Table (RT) table object is automatically defined as a wage type table by the Interface Toolbox.

Other table objects are considered to be regular tables.

See also:

Wage Type Selection in the Interface Format [Seite 728]
Wage Type Selection in the Interface Format

Use

You can select subsets of a wage type table (individual wage types) for export in the same way as when selecting a field object in a regular table. In both cases, use the Restrictions function in the Interface Format to select a subset of table entries (lines in the table) for wage types or field objects.

Different From Selecting Other Field Objects

The selection of wage types from wage type tables differs from the selection of other field objects form regular tables.

- If you do not enter any restrictions, all wage types will be exported.
- If you enter restrictions, the only wage types exported are those that you have assigned to the wage type table using the Restrictions function.

To process the wage types, the Interface Toolbox requires additional information that must be entered when the wage types are selected for data export (Restrictions function). This information determines how the wage types are processed in the original payroll run and also in retroactive accounting. This additional information is contained in the different wage type options for retroactive accounting.

If you have entered restrictions, the Interface Toolbox exports all wage types using wage type option R1.

If the same processing rules apply to a subset of wage types, then you can also select these wage types generically, for example, * or /1*.

Prerequisites

To process wage type tables, you must assign your table objects to the interface format before you can export data.

See also:

Wage Type Options for Retroactive Accounting
Structure of a Wage Type

Definition

A wage type is a table entry in a wage type table. A wage type consists of the LGART field and the following three numerical fields:

- **Amount**
- **Rate**
- **Number**

Other fields also belong to a wage type (for example, *Split Indicator*, *Currency*).

<table>
<thead>
<tr>
<th>Wage types</th>
<th>Amount</th>
<th>Rate</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGART</td>
<td>(RTE)</td>
<td>(AMT)</td>
<td>(NUM)</td>
</tr>
<tr>
<td>For example, MA10</td>
<td>For example, 10</td>
<td>For example, 5</td>
<td>For example, 2</td>
</tr>
</tbody>
</table>

These fields form **one line** (table entry) in the wage type table for the corresponding wage type.
Wage Type Options for Retroactive Accounting

Use

The ability to run retroactive accounting is one of the most important characteristics of payroll. A retroactive run is necessary, for example, in the following case:

You have made changes to HR master data for the payroll past.

The system must run payroll for these payroll periods again, even though payroll is completed. The modified payroll data must be taken into account.

When comparing the payroll periods to be included in retroactive accounting with the original payroll period, the payroll program or reporting programs may identify that corrections are required.

As a result of a retroactive salary increase, an additional amount must be transferred to the employee.

Wage Types in a Retroactive Run

Most wage types are created in the retroactive accounting period with the amount that would have been used in the original period (for example, wage type /101 (Total Gross Amount)).

However, there are wage types that contain the differences between the retroactive period and the original payroll period.

Wage type /553 (Recalculation difference for last payroll run) is the difference between the payment amount for the current payroll period in the payroll run and the previous result.

To support third-party payroll systems that do not use retroactive accounting, or that use a different method to form retroactive accounting differences, the Interface Toolbox has retroactive accounting functions.

Features

- **Retroactive Accounting Option R1**
  
The system processes the selected wage type as in the original payroll period. The system transfers the values in the three wage type fields (Amount, Rate, and Number) unchanged to the third-party system.

- **Retroactive Accounting Option R2**
  
The system calculates the difference between the values in the three wage type fields (amount, rate, and number) for the selected wage type from the retroactive accounting period and the comparison period [Seite 732]. These differences are assigned to the respective retroactive accounting period. If the difference for all three fields is 0 (zero) then the system does not export this wage type.

- **Retroactive Accounting Option R3**
Wage Type Options for Retroactive Accounting

As for option R2, the system calculates the **difference** between the values in the three wage type fields (amount, rate, and number) from the retroactive accounting period and the comparison period. However, these differences are assigned to the period immediately preceding the current payroll period.

- **Retroactive Accounting Option R4**
  As for options R2 and R3, the system calculates the **difference** between the values in the three wage type fields (amount, rate, and number) from the retroactive accounting period and the comparison period. These differences are assigned to the **current payroll** period. If the relevant wage type already exists in the payroll period, then the system cumulates the values for each personnel number. If the third-party system does not use retroactive accounting, you should choose this wage type option.

- **Option DT**
  Options R3 and R4 have a special feature to allow wage types to be assigned to a payroll period, even if they do not originate in this payroll period and come from retroactive accounting periods instead. If you wish to retain information on whether the wage type comes from a retroactive accounting period or from an original period, then choose option DT.

  The system assigns wage types that originate from retroactive accounting to a table with the name $D<name>$, instead of to a table in the original period.

**Activities**

Choose a wage type option [Seite 735]
Comparison Period for Wage Type Options in Retroactive Accounting

Definition

The comparison period is a payroll period used within the Restrictions function in Change validation. It is used to determine which data has changed since the last export.

Use

If you are running first retroactive accounting for the first time for the for-period [Extern] in question, the Interface Toolbox will use the original payroll period as the comparison period. However, it could be the case that several retroactive accounting runs are required for a payroll period [Extern].

You are recalculating payroll period 01 from period 02.

If it is necessary to recalculate payroll period 01 from period 04 again, then the differences are created as follows.

The difference between the payroll period “period 01 recalculated from period 04” and the payroll period “period 01 recalculated from period 02”.

The difference for the original period 01 is not created.

Rule

The payroll period that the system always uses for comparison is the most recent payroll period with the same for-period view [Seite 733] as the payroll period currently being processed.

See also:

Defining the Comparison Period for Generating Wage Type Differences for Several Retroactive Runs [Seite 734]
In-Period Information / For-Period Information

The **for-period information** specifies the payroll period **for** which the payroll result is valid. The **in-period information** specifies the payroll period **in** which the system has created the payroll result.

Together the **in-period information** and the **for-period information** characterize one payroll result.

**Example: For-Period Information / In-Period Information**

<table>
<thead>
<tr>
<th>Payroll result</th>
<th>For-per. information</th>
<th>Start date of for-per. information</th>
<th>End date of for-per. information</th>
<th>In-per. information</th>
<th>End date of in-per. information</th>
</tr>
</thead>
</table>

**Explanation**

Payroll result 1 for payroll period (for-period) 01/1997 has the start date January 01, 1997 and the end date January 31, 1997. This payroll result was created in payroll period (in-period) 02/1997.
Example: Comparison Period for Wage Type Differences for Several Retroactive Runs

Do not confuse this example with the determination of the comparison period for change validation [Seite 698].

An employee has the payroll results listed in the table. The payroll results contain each relevant payroll comparison period for the creation of wage type differences (changes). The system compares the most recent payroll period with the same for-period information [Seite 733] as the payroll period being processed.

<table>
<thead>
<tr>
<th>Sequential no.</th>
<th>For-period</th>
<th>In-period</th>
<th>Preceding period</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>01 1996</td>
<td>01 1996</td>
<td>No preceding period</td>
</tr>
<tr>
<td>00002</td>
<td>01 1996</td>
<td>02 1996</td>
<td>00001</td>
</tr>
<tr>
<td>00003</td>
<td>02 1996</td>
<td>02 1996</td>
<td>No preceding period</td>
</tr>
<tr>
<td>00004</td>
<td>03 1996</td>
<td>03 1996</td>
<td>No preceding period</td>
</tr>
<tr>
<td>00005</td>
<td>01 1996</td>
<td>04 1996</td>
<td>00002</td>
</tr>
<tr>
<td>00006</td>
<td>02 1996</td>
<td>04 1996</td>
<td>00003</td>
</tr>
<tr>
<td>00007</td>
<td>03 1996</td>
<td>04 1996</td>
<td>00004</td>
</tr>
<tr>
<td>00008</td>
<td>04 1996</td>
<td>04 1996</td>
<td>No preceding period</td>
</tr>
</tbody>
</table>
Activating Wage Type Options for Retroactive Accounting

Prerequisites
1. You have created an interface format [Seite 670].
2. You are in the object tree [Seite 672] and all table objects are displayed with all field objects.

Procedure
10. Place the cursor on the selected wage type field (LGART) in the table object to be edited.
11. Choose Restrictions.
   You access the Set Restrictions dialog box.
12. Select Special restrictions for wage types.
   You access the Wage Type Restriction for <name> dialog box.
13. Enter the restrictions.
   Several entries for a field object are linked implicitly with the logical operation OR.
14. Enter the name of the wage type and select the required option (DT, R1-R4).
15. Choose Transfer.
16. Save your entries.

Result
You have used the Interface Toolbox to activate one of the wage type options for retroactive accounting (R1 to R4) for a wage type field. If you have already activated wage type option DT, wage types used in the retroactive run will be assigned to the table $D<table name >. The information necessary for the data export of a wage type is now complete and the wage type is assigned to the corresponding wage type table.
Wage Types in Change Validation

Use

The Interface Toolbox processes wage types and the accompanying wage type tables separately during change validation.

Just as the Interface Toolbox processes regular tables in change validation, you can also run change validation for wage type tables. The system only exports the wage types to the third-party system if they have changed from one data export to another.

The following topics are important for using this transaction:

- Change validation and wage type tables
- Change validation and wage type comparison
- Wage types and split indicators

Features

The following functions are available for wage types in change validation:

- Activate wage types for change validation
  - The functions are only valid for wage types.

You can use the following change validation functions to process wage types. The functions have modified or restricted processing rules.

- Delimit wage types for change validation

The following functions cannot be used in connection with the change validation:

- Validating single fields
- Key fields
  - The explicit definition of key fields is not possible for wage types. The wage type name (LGART) is always used as the key field.

- Relations

Prerequisite

You have assigned the individual wage type to the relevant interface format using the Restrictions function for field objects in the Interface Format. In this assignment, you have activated one of the wage type options for retroactive accounting (R1 to R4) for each wage type to be included in change validation.

If you have not entered restrictions, all wage types will be exported with wage type option R1.
Change Validation and Wage Type Tables

If it is a regular table, activate change validation for the complete table.

If it is a wage type table, then change validation always refers to a single wage type.

Just as with regular tables, the only field objects included in change validation are those you have already assigned to change validation. You must assign each wage type required for the difference check to change validation.

If you do not specify any wage types, change validation will not take place in the standard system.
Change Validation and Wage Type Comparison

You can set the comparison period for change validation with wage types as for all other objects. When the system checks a wage type [Seite 729] for changes, it uses the three fields (amount, rate, and number) that are common to all wage types.

The wage type comparison has the following results:

- If the content of at least one of the three wage type fields has changed then the relevant wage type and the three fields will be exported again.
- If the content of none of the three wage type fields has changed then this wage type will be ignored. The relevant wage type is not exported.

💡

For more information on comparison periods in change validation, see Comparison Periods in Change Validation [Seite 698].
Wage Types and Split Indicators

If wage types have split indicators [Extern], there can be several table entries (lines in the table [Seite 729]) for this wage type in the wage type table. As a result the wage type name is not sufficient as a key to identifying a table entry.

The Problem of Wage Types and Split Indicators [Seite 243]

In change validation, it is not clear which table entry for the wage type in the comparison period is to be compared with which table entry in the current payroll period.

Solution

If you want to use change validation for wage types, you must ensure that only one table entry exists per wage type. To ensure that this is the case, do not export split indicators. You must not select the field object containing the split indicator for export. If you have already selected this field object for export, delete it. If the wage type exists several times after the split indicator has been deleted, the system cumulates the multiple entries for this wage type and stores them in one entry.
Activating Wage Types for Change Validation

Use

The Wage Types function is only allowed for wage types. The system only checks the wage types for changes if you have assigned the wage types to change validation using the Wage Types function.

Activities

Activate wage types for change validation [Seite 741]
Activating Wage Types for Change Validation

Prerequisites
1. You have created an interface format [Seite 670].
2. You must first use the Restrictions [Seite 690] function to assign the wage type to be processed to the interface format to be processed.
3. You have created the change validation for a table object [Seite 708].
4. The Maintain Change Validation screen appears.
   The system displays the accompanying field objects for the table object [Seite 711].

Procedure
29. Place the cursor on the field object LGART.
30. Choose Wage types.
   You access the Wage Types for <name> dialog box.
31. Select the wage types you want to include in change validation.
32. Choose Continue.
33. Save your entries.

Result
You have assigned individual wage types in a wage type table to change validation.

💡
You can remove individual wage types from the assignment by selecting the wage type symbol. The system displays the wage types. Select the wage type and choose Delete.
Wage Type Delimitation for Change Validation

Use

The Delimit function refers to a single wage type. A wage type table is delimited on the wage type level and must be carried out for each wage type individually.

Alternatively, you can use the Delimit function following the instructions under Delimiting Objects [Seite 709].

Constraints

If you use the Delimit function for wage types, you should note that a wage type is delimited irrespective of the wage type options for retroactive accounting (R1 to R4).

Activities

Delimit wage types for change validation [Seite 743]
Delimiting Wage Types for Change Validation

Prerequisites
1. You have created an interface format [Seite 670].
2. You must first use the Restrictions [Seite 690] function to assign the wage type to be processed to the interface format to be processed.
3. You have created the change validation for a table object [Seite 708].
4. The Maintain Change Validation screen appears.
   The system displays the accompanying field objects for the table object [Seite 711].

Procedure
1. Choose wage types.
   The system displays the accompanying field objects for the LGART field.
2. Place the cursor on a wage type.
3. Choose Delimit.
   The Delimit symbol appears next to the wage type.
4. Save your entries.

Result
You have delimited individual wage types in a wage type table for the data transport.
Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change Validation

The following example explains how the individual change validation functions can be used for wage types from wage type tables.

Example: An employee has the following payroll periods

<table>
<thead>
<tr>
<th>Sequential no.</th>
<th>For-period</th>
<th>In-period</th>
<th>Total Gross Amount wage type from the results table (RT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>01 1996</td>
<td>01 1996</td>
<td>3 000.00</td>
</tr>
<tr>
<td>00002</td>
<td>02 1996</td>
<td>02 1996</td>
<td>3 000.00</td>
</tr>
<tr>
<td>00003</td>
<td>01 1996</td>
<td>03 1996</td>
<td>3 500.00</td>
</tr>
<tr>
<td>00004</td>
<td>02 1996</td>
<td>03 1996</td>
<td>3 500.00</td>
</tr>
<tr>
<td>00005</td>
<td>03 1996</td>
<td>03 1996</td>
<td>3 500.00</td>
</tr>
<tr>
<td>00006</td>
<td>03 1996</td>
<td>04 1996</td>
<td>Wage type not available</td>
</tr>
<tr>
<td>00007</td>
<td>04 1996</td>
<td>04 1996</td>
<td>Wage type not available</td>
</tr>
</tbody>
</table>

The following examples consider the generation of a special wage type. The Total Gross Amount wage type (secondary wage type /101) from the Results Table (RT) is used as an example wage type for the employee.

The total gross amount wage type contains an amount of 3,000.00 for the payroll periods 01 and 02.

- Before payroll is run for payroll period 03, the Total Gross Amount wage type is increased retroactively to 3,500.00 as of payroll period 01. This increase corresponds to a salary increase for the employee. The retroactive increase in the total gross amount triggers retroactive accounting for this employee.
- Before the payroll run for payroll period 04, the Total Gross Amount wage type is set to ZERO (0) as of payroll period 03 since the employee should not receive any pay as of payroll period 03.

Payroll is run for payroll period 04 with retroactive accounting for period 03.

The following examples show how the Interface Toolbox works in connection with wage type processing in the interface format and change validation.
Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change V

- Example 1: Third-Party Payroll System Runs Retroactive Accounting (R1) [Seite 746]
- Example 2: Third-Party Payroll System Runs Retroactive Accounting (R1); Change Validation and Delimitation Functions are Active [Seite 747]
- Example 3: Third-Party Payroll System Runs Retroactive Accounting (R2) [Seite 749]
- Example 4: Third-Party Payroll System Runs Retroactive Accounting (R2); Change Validation and Delimitation Functions are Active [Seite 750]
- Example 5: Third-Party Payroll System Without Retroactive Accounting (R4) [Seite 752]
- Example 6: Third-Party Payroll System Without Retroactive Accounting (R4); Change Validation and Delimitation Functions are Active [Seite 753]
Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change Validation

Example 1: Third-Party Payroll System Runs Retroactive Accounting (R1)

A third-party payroll system runs retroactive accounting. You want to transfer the Total Gross Amount wage type and all other wage types in the SAP System from the employee’s payroll result to the third-party system.

To do this, choose retroactive accounting option R1 [Seite 730]. The Total Gross Amount wage type has the following values after the data export:

<table>
<thead>
<tr>
<th>Payroll period</th>
<th>Total Gross Amount wage type from the results table (RT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 in 01</td>
<td>3 000.00</td>
</tr>
<tr>
<td>02 in 02</td>
<td>3 000.00</td>
</tr>
<tr>
<td>01 in 03</td>
<td>3 500.00</td>
</tr>
<tr>
<td>02 in 03</td>
<td>3 500.00</td>
</tr>
<tr>
<td>03 in 03</td>
<td>3 500.00</td>
</tr>
<tr>
<td>03 in 04</td>
<td>-----------</td>
</tr>
<tr>
<td>04 in 04</td>
<td>-----------</td>
</tr>
</tbody>
</table>

Legend

1. In the 01 in 03 and 02 in 03 payroll periods, the system exports the unchanged total values for the wage type from the original period.

2. The wage type is no longer available in the payroll periods 03 in 04 and 04 in 04 since it was set to ZERO as of payroll period 03, before the payroll run for payroll period 04.
Example 2: Third-Party Payroll System Runs Retroactive Accounting (R1); Change Validation and Delimitation Functions are Active

You only want to export wage types if they have changed from one payroll period to another. You activate change validation for your wage types by assigning single wage types to change validation using the Create function. (For more information on creating objects in change validation, see Creating Objects [Seite 707]).

The following problem can occur in this situation.

A wage type from a payroll period does not exist in the export file. It is unclear whether the wage type did not occur in this payroll period, or whether it has a value identical to the value in the comparison period.

There are two possible solutions to this problem:

- The user is active:
  You provide information on whether the wage type still exists in the payroll period. You can do this using an additional wage type. This additional wage type acts as a switch (switch wage type). The system generates the switch wage type if the original wage type no longer exists.

- The Interface Toolbox is active with the Delimit function:
  You can delimit the wage type using the corresponding function. The system generates the character "<" for the wage type in question. The delimitation sign means that the wage type is no longer valid for the employee.

For more information on delimiting objects within change validation, see Change Validation → Delimiting Objects and Wage Type Processing in the Interface Toolbox → Delimiting Wage Types for Change Validation.

If change validation and delimitation are active for the wage type, then the Total Gross Amount wage type has the following result data for the data export:

<table>
<thead>
<tr>
<th>Payroll period</th>
<th>Total Gross Amount wage type from the results table (RT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 in 01</td>
<td>3 000.00</td>
</tr>
<tr>
<td>02 in 02</td>
<td>-----------</td>
</tr>
<tr>
<td>01 in 03</td>
<td>3 500.00</td>
</tr>
<tr>
<td>02 in 03</td>
<td>-----------</td>
</tr>
<tr>
<td>03 in 03</td>
<td>-----------</td>
</tr>
<tr>
<td>03 in 04</td>
<td>&lt; ... &lt;</td>
</tr>
</tbody>
</table>
Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change Validation

Legend

1. The wage type in the 02 in 02 payroll period is not exported since the total value of the wage type has not changed when compared with the values in the 01 in 01 payroll period.

2. The wage type is not exported in the 02 in 03 and 03 in 03 payroll periods, since the total value for the wage type has not changed from the value in the 01 in 03 payroll period.

3. In the 03 in 04 payroll period, the wage type is delimited, since it no longer exists.

4. The wage type no longer exists in the 04 in 04 payroll period since the system has already transferred the delimitation information to the 03 in 04 payroll period.
Example 3: Third-Party Payroll System Runs Retroactive Accounting (R2)

A third-party payroll system runs retroactive accounting. You only want the SAP System to transfer the differences between the payroll period used in retroactive accounting and the payroll period from the original payroll run to the third-party system for retroactive accounting periods.

To do this, choose retroactive accounting option R2 [Seite 735].

The Total Gross Amount wage type has the following results data for the data export:

<table>
<thead>
<tr>
<th>Payroll period</th>
<th>Total Gross Amount wage type from the results table (RT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 in 01</td>
<td>3 000.00</td>
</tr>
<tr>
<td>02 in 02</td>
<td>3 000.00</td>
</tr>
<tr>
<td>01 in 03</td>
<td>500.00</td>
</tr>
<tr>
<td>02 in 03</td>
<td>500.00</td>
</tr>
<tr>
<td>03 in 03</td>
<td>3 500.00</td>
</tr>
<tr>
<td>03 in 04</td>
<td>-3 500.00</td>
</tr>
<tr>
<td>04 in 04</td>
<td>---</td>
</tr>
</tbody>
</table>

**Legend**

1. In the 01 in 03 and 02 in 03 payroll periods, the system only exports differences from the retroactive accounting period and the original period.
   
   \[3 500.00 - 3 000.00 = 500.00\]

2. In the 03 in 04 payroll period, the total wage type amount is -3,500.00, since the value of the wage type was retroactively set to ZERO in payroll period 03.
   
   \[0 - 3 500.00 = -3 500.00\]

3. The wage type no longer exists in the 04 in 04 period, since it was set to ZERO as of payroll period 03, before the payroll run for payroll period 04.
Example 4: Third-Party Payroll System Runs Retroactive Accounting (R2); Change Validation and Delimitation Functions are Active

A third-party payroll system runs retroactive accounting. You only want the R/3 System to transfer the differences between the retroactive accounting payroll period and the comparison period to the third-party system during retroactive accounting periods.

For more information on the comparison period, see Defining the Comparison Period for Wage Type Options in Retroactive Accounting.

To do this, choose retroactive accounting option R2 [Seite 730].

By activating change validation, you also ensure, as in example 2, that export wage types are only exported again if they have changed.

Make sure that change validation is only activated for the original periods, and not for the retroactive periods in payroll.

The change validation function for retroactive accounting periods is controlled by the R2 retroactive accounting option.

Change validation for the original periods in payroll also refers to the total value of the respective wage type and not to the differences.

To delimit wage types, follow the procedure recommended in example 2.

The Total Gross Amount wage type has the following results data for the data export:

<table>
<thead>
<tr>
<th>Payroll period</th>
<th>Total Gross Amount wage type from the results table (RT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 in 01</td>
<td>3 000.00</td>
</tr>
<tr>
<td>02 in 02</td>
<td>-------</td>
</tr>
<tr>
<td>01 in 03</td>
<td>500.00</td>
</tr>
<tr>
<td>02 in 03</td>
<td>500.00</td>
</tr>
<tr>
<td>03 in 03</td>
<td>-------</td>
</tr>
</tbody>
</table>
Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change V

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 in 04</td>
<td>-3,500.00 (first entry)</td>
<td>&lt; ... &lt; (additional delimitation information)</td>
</tr>
<tr>
<td>04 in 04</td>
<td>---------------</td>
<td></td>
</tr>
</tbody>
</table>

**Legend**

1. The wage type in the **03 in 03** payroll period is **not exported** since the **total value of the wage type** has not changed when compared with the values in the **02 in 03** payroll period.

2. In the **03 in 04** payroll period, the results table (RT) contains **two** entries for the **Total Gross Amount** wage type. On the one hand, the difference between the original **03 in 03** payroll period and **03 in 04** (0.00 - 3,500.00 = -3,500.00) is transferred. On the other hand, the wage type no longer exists in the payroll period, so the “<” delimitation information must be transferred.

3. The wage type no longer exists in the **04 in 04** payroll period since the delimitation information has already been transferred in the **03 in 04** payroll period.
Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change Validation

Example 5: Third-Party Payroll System Without Retroactive Accounting (R4)

The third-party system performs payroll without retroactive accounting.

Therefore, you want to collect the differences from the retroactive accounting run and transfer them with the corresponding original period to payroll.

To do this, choose retroactive accounting option R4 [Seite 730].

The Total Gross Amount wage type has the following results data for the data export:

<table>
<thead>
<tr>
<th>Payroll period</th>
<th>Total Gross Amount wage type from the results table (RT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 in 01</td>
<td>3 000.00</td>
</tr>
<tr>
<td>02 in 02</td>
<td>3 000.00</td>
</tr>
<tr>
<td>01 in 03</td>
<td>-----------</td>
</tr>
<tr>
<td>02 in 03</td>
<td>-----------</td>
</tr>
<tr>
<td>03 in 03</td>
<td>4 500.00</td>
</tr>
<tr>
<td>03 in 04</td>
<td>-----------</td>
</tr>
<tr>
<td>04 in 04</td>
<td>3 500.00 (Repayment from 03 as recalculation difference)</td>
</tr>
</tbody>
</table>

Legend

1. The differences from the **01 in 03** (500.00) and **02 in 03** (500.00) payroll periods are collected.

   The value of 4,500.00 is calculated as follows:

   $2 \times 500.00 + 3 \times 500.00 = 4 \times 500.00$

2. The wage type is no longer available in the payroll periods **03 in 04** and **04 in 04** since it was set to ZERO as of payroll period **03**, before the payroll run for payroll period **04**.
Example 6: Third-Party Payroll System Without Retroactive Accounting (R4); Change Validation and Delimitation Functions are Active

The third-party system performs payroll without retroactive accounting. Therefore, you want to collect the differences from the retroactive accounting run and transfer them with the corresponding original period to payroll. To do this, choose retroactive accounting option R4 [Seite 730].

You also want to activate the change validation and delimitation functions for wage types. This can cause problems, since the information (wage type) is condensed in such a way that the result could be interpreted incorrectly.

The Total Gross Amount wage type has the following results data for the data export:

<table>
<thead>
<tr>
<th>Payroll period</th>
<th>Total Gross Amount wage type from the results table (RT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 in 01</td>
<td>3 000.00</td>
</tr>
<tr>
<td>02 in 02</td>
<td>--------------- (since change validation is not active)</td>
</tr>
<tr>
<td>01 in 03</td>
<td>---------------</td>
</tr>
<tr>
<td>02 in 03</td>
<td>---------------</td>
</tr>
<tr>
<td>03 in 03</td>
<td>4 500.00</td>
</tr>
<tr>
<td>03 in 04</td>
<td>---------------</td>
</tr>
<tr>
<td>04 in 04</td>
<td>-3,500.00 (first entry)</td>
</tr>
<tr>
<td></td>
<td>&lt; ... &lt; (additional delimitation information)</td>
</tr>
</tbody>
</table>

The calculation of the amount 4,500.00 (2*500.00 + 3,500.00 = 4,500.00) cannot be reconstructed here. However, it is necessary since change validation is used.

This would also mean that the value of the wage type had decreased retroactively for payroll period 03, and would have the value 1,000.00.

Payroll period 04 is the first period in which the wage type does not occur.

Problem

- If this information is the only information available for the wage type, then it could be interpreted as follows:
- In payroll periods 01 and 02 the wage type was worth 3,000.00.
- This value did not change with retroactive effect in the 01 in 03 and 02 in 03 payroll periods.
- In payroll period 03, the wage type was worth 4,500.00.
Examples: Interaction of Wage Types and Wage Type Options for Retroactive Accounting in Change Validation

Solution

To solve this problem, you should activate the DT [Seite 730] wage type option for retroactive accounting. The values for the Total Gross Amount may appear as follows:

<table>
<thead>
<tr>
<th>Payroll period</th>
<th>Total Gross Amount wage type from the results table (RT)</th>
<th>Total Gross Amount wage type from the table ($DRT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 in 01</td>
<td>3 000.00</td>
<td>--------</td>
</tr>
<tr>
<td>02 in 02</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>01 in 03</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>02 in 03</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>03 in 03</td>
<td>3 500.00</td>
<td>1 000.00</td>
</tr>
<tr>
<td>03 in 04</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>04 in 04</td>
<td>&lt; ... &lt;</td>
<td>-3 500.00</td>
</tr>
</tbody>
</table>

Legend

1. In the 03 in 03 payroll period, the retroactive accounting difference of 1,000.00 and the amount of 3,500.00 are shown separately. This clearly shows that the current value of the wage type is 3,500.00 for the 03 in 03 payroll period.

   This information would be of particular importance for the payroll run in the 04 in 04 payroll period if the wage type had retained the value of 3,500.00 and no longer occurred because the change validation function was active. It would be unclear whether the employee is entitled to 3,000.00 or 4,500.00.

2. The change validation function sends the delimitation information to the “04 in 04” payroll period even though the wage type no longer exists in the 03 in 04 payroll period.

   The reason for this is the Only Export in Original Period option which is flagged in the selection screen for the export program.

   If you had not selected this option, then the Toolbox would have sent the delimitation information in the 03 in 04 payroll period.
Generation - Interface Format for the Export Program

Use

The Interface Toolbox does not use a standard data export program when exporting data. This means that there is no ready-made program for data export in the SAP System.

Features

The following demands are placed when exporting data from the SAP System to a third-party system.

- Flexibility for the user
- High transfer speed during data export

To meet these requirements, the system generates the export program based on user's requirements. These user requirements are stored in the tables in the Interface Toolbox.

If you have created an interface format, or have changed one of the following areas, you **must** regenerate the export program when before you can use it:

- Interface format [Seite 661]
- Import macro for cluster data [Extern]
- Data definition include [Seite 693]
- Change validation [Seite 696]
- Wage type processing [Seite 726]

Prerequisite

Before you generate the export program, you must enter the name of the export program in the interface format for the Toolbox:

- In the *Main Program* field, enter the name of the export program
- In the *Include 1 to 9* fields, enter the name of the data definition include

⚠️

Do not use the name of a program or include that has already been used for a different purpose.

The Toolbox only receives the names of the export program and includes. The coding for the export program is generated in the interface format via the *Generate* function.

Activities

*Generate the export program [Seite 756]*
Generating the Export Program

Prerequisites
You have created an interface format or made changes in one of the following areas:

- Interface format [Seite 661]
- Import macro for cluster data [Extern]
- Data definition include [Seite 693]
- Change validation [Seite 696]
- Wage type processing [Seite 726]

Procedure
13. Choose the Configuration tab index.
14. In the Object to be processed group box, choose Interface Format.
15. In the Interface format field, enter the name of your new interface format.
16. Choose Generate.

Result
The customer export program for the interface format has been generated for data export.
Export Program

Definition
Using your defined interface format as a basis, the Interface Toolbox generates a program using the Advanced Business Application Programming language (ABAP). This program is the export program.

Use
The export program transfers payroll results from the SAP System to a third-party system. You must
- generate [Seite 755], and
- execute [Seite 758] the export to suit your requirements.

Structure
When you start the export program, you see a selection screen with several input blocks.
- You can select the payroll period and personnel numbers in the upper areas.
- The lower area allows you set parameters for the export program.

Activities
Start the export program [Seite 758]
Starting the Export Program

Prerequisites
You have created an interface format.

Procedure
1. Choose the Export tab index.
2. In the Export activities group box, choose Export with interface format.
3. In the Interface format field, enter the name of your interface format.
4. Choose Execute.
   You access the Export dialog box.
5. In the individual fields, enter the necessary data and select the required export options.
6. Choose Execute.

Result
You have created the export file for the personnel numbers selected from a payroll area.
Infotype: Export Status (0415)

Use
The Interface Toolbox uses the Export Status infotype (0415) to monitor the export status for the individual interface formats.

The infotype enables you to run payroll at the same time as other interface formats (Master Data interfaces and payroll interfaces). Separate administration of retroactive accounting (using the Payroll Status infotype (0003)) and interfaces (using the Export Status infotype (0415) subtype (interface name)) ensures that unwanted interaction is avoided. The retroactive accounting capabilities remain unrestricted.

Structure

Subtype
- Interface name
  Name of the interface format from which the export program has been generated.

Fields
The fields correspond to the relevant fields in the Payroll Status infotype (0003).
- Earliest personal RA date
  Earliest date from which data can be exported.
- Export until
  The employee data is exported until this date, even if the date is after the employee leaving date. The date must be in a period during which the employee is not active.
- Do not export after
  The employee data was exported until this date.
- Exported until
  The employee data has been exported up to this date.
- Earliest MD change
  If payroll data is changed for an employee, the R/3 System stores the validity start date. The export program uses this date to identify whether an export must be repeated, and if so, the date on which the new export must take place to transfer the change to the third-party system.
- Personnel number locked
  If this field is flagged, the employee is locked for export and the personnel number will not be exported. In this case, the personnel number is not exported.

Features
The Interface Toolbox creates and maintains the Export Status infotype (0415).
Fields

- The interface format creates the Export Status infotype (0415) for this personnel number when the personnel number is exported for the first time with a particular interface format.

- For each subsequent export, the Interface Toolbox enters the end date of the exported payroll period in the Exported Until field.

- The SAP System automatically enters the appropriate date in the Earliest MD Change field at the same time as the Earliest MD change field in the Payroll Status infotype (0003).

- You can use the remaining fields to monitor the export of individual personnel numbers. The Interface Toolbox usually maintains the Export Status infotype (0415) for you.
Export History for Interface Results

Use
To carry out detailed change and wage type validation, the export program must be able to access the data from previous exports. For this reason, the Interface Toolbox stores the data for each export.

Just like the payroll results, the stored interface results can be divided as follows:

- **Interface directory**
  
  The interface directory is a table of contents for personnel numbers. It contains all payroll runs, along with other detailed information (for example, for-period, in-period, payroll area.)

- **Interface data**
  
  The interface data contains the individual export data for the personnel number(s).
  
  The interface data is always in its original state, that is, the state before change validation is carried out.

The Interface Toolbox can work with several interface formats. As a result, the interface results are stored for each interface format.

Prerequisites
You must select the *Update* export option before you start the export program [Seite 757].

Features
You can use the Toolbox to

- **Display**
- **Delete**

It is often a good idea to delete interface results in the test system. The Interface Toolbox offers you two options:

- **Delete the last interface result for one or more personnel number(s).**
  
  The interface results for the selected personnel number(s) are deleted.

- **Delete all interface results for an interface format.**
  
  If no personnel number is entered, the interface results for all personnel numbers belonging to this interface format are deleted.

To ensure consistency, it is not possible to delete an individual interface result within the sequence of interface results. The last (current) interface result is the only exception.
Displaying the Interface Format

Prerequisites
You want to display the interface results for an interface format after the data export.

Procedure
1. Choose the Export History tabstrip.
2. In the Interface format field, enter the name of your interface format.
3. If required, you can use the Personnel no. and Payroll area fields to restrict the selection of the data.
4. Choose Display.
5. Select a line from the interface results.
   The system displays the content of the table at the time when the selected interface result was exported.
   To give a complete overview, both the exported entries and those entries not exported due to change validation are displayed. However, wage types with restrictions are not displayed.

Result
You have displayed the interface data for an interface format.
Deleting Interface Results

Prerequisites
You want to display the interface results for an interface format after the data export.

Procedure
1. Choose the Export History tabstrip.
2. In the Interface Format field, enter the name of your interface format and, if required, the personnel number(s).
3. Choose Delete.
   You access the Delete Interface Results screen.
4. If you want to select individual lines in the interface result for deletion, flag Manual selection.
5. If you want to delete all the interface results, flag Delete all to.
   Enter the date up to which you want to delete the interface results.
6. Choose Delete.

Result
You have deleted interface results for an interface format.
Automatic Conversion of Interface Results

Use

The Interface Toolbox saves all values for all exported fields as interface results in cluster IF. The Interface Toolbox uses this information to determine whether the field has changed since the last export. This takes place in change validation. Changes in the data structures (field length or field type in the Data Dictionary) may mean that the Interface Toolbox cannot import results when exporting or displaying the interface results.

If a result with an old data structure cannot be imported, the Interface Toolbox temporarily converts the data to be imported to the new format. This is done using the data definition in the Version Management Cluster IF - Exported Tables (T532K) and Version Management Cluster IF - Fields Structure (T532L) tables.

The Interface Toolbox runs this data conversion automatically when the old results are imported. No further processing by the user is required.

The data is stored in the database in the old data structure. This avoids the loss of information.

Upgrade to Release 4.5

There is no version description for the old version for an upgrade from a previous release. If data structures are changed in an upgrade, you must carry out one-time activities.

For more information, see the documentation for report RPCLSTIF_CONVERSION (Conversion of Interface Results in IF Cluster) under Structure Changes for an Upgrade. When you call the report, choose Help → Application help.
Manual Conversion of Interface Results

Use

In addition to automatic conversion of the interface results without permanent conversion on the database, the Interface Toolbox also enables you to convert and store interface results manually. You use manual conversion to

- Run a test
- Quickly process old interface results that must be imported frequently (performance)

Prerequisites

You have used the Interface Toolbox to create an interface format and used this format to export payroll results or HR master data. The interface results have been saved in cluster IF. One of the exported data structures was then changed in the Data Dictionary.

You, or SAP, have changed the type or length of a data element.

If you want to import data from the old interface format, you must transfer the data to a new format.

You want to run a conversion of the old interface results on the database, and do not want to convert the interface results automatically [Seite 764].

Features

Manual conversion takes place for a particular interface format, a selected old and new version of the data, and a selection of personnel numbers.

For more information, see the documentation for report RPCLSTIF_CONVERSION (Conversion of Interface Results in IF Cluster). When you call the report, choose Help → Application help.
Displaying TemSe Files

Prerequisites
You have exported the data.

Procedure
1. In the menu, choose File → Display TemSe object.
   The Display TemSe object dialog box appears.
2. In the TemSe object field, enter the names of your export field with the appropriate prefix.
   
   You want to display the export file with the name TESTFILE, which you have selected from the export program selection screen.
   In the File field, enter HR_PINTFS_TESTFILE and choose Display.
3. Choose Display.
   
   If the Toolbox identifies an error when export file is displayed, it will display the export file in an unformatted form [Seite 801]. The unformatted display is better for identifying errors.

Result
The content of the TemSe file is displayed.
Managing TemSe Files

Use
You want to use the enhanced TemSe management functions:

- Delete TemSe objects
- Display TemSe files [Seite 766]

Prerequisites
You have exported the data and created a TemSe object.

Procedure
1. In the menu, choose File → TemSe administration.
   You access the TemSe: Request Screen.
2. Enter the required selection criteria.
   - If you do not know the exact object name or creator, leave the fields blank and enter an approximate date in the Creation date field. Try to enter a date that is as accurate as possible.
3. Choose Object list.
   You access the TemSe: List of Objects dialog box.
4. To display the contents of an object, select the required object and choose Contents.
   You access the TemSe: Contents of Object screen.
5. Different selection options for the selected objects are now displayed.

Result
You have accessed the TemSe file administration functions.
Downloading an Export File

Use
You can download the exported file from the TemSe file to your PC or application server.

Prerequisites
The data was successfully exported.

Procedure
1. Choose the Export tab index.
2. In the Export activities group box, choose Download from TemSe.
3. In the TemSe object and File name fields, make the appropriate entries.
4. Choose Execute.

Result
The exported TemSe file can be found on your PC or application server.
File Layout

Definition

The file layout describes the structure of the export file, in particular the sequence and length of the field objects [Seite 672].

Use

The File Layout function allows you to convert the export file format, which is known as the SAP export file format, into any user-defined file format. An interface format [Seite 661] is assigned to each file layout.

File Layout Types for the Export File

- SAP standard file layout [Seite 802]
- User-defined file layout

The section on the file layout refers to the user-defined file layout.

Structure

Like the interface format, the file layout has hierarchical objects.

Objects in the File Layout and their Hierarchy
You can define **blocks**, **structures** and **fields** in the file layout. When you create a file layout, use the following sequence:

1. Blocks
2. Assigned structures
3. Fields of the assigned structures

The blocks, structures and fields can have any name.

**Fields**

- You can assign fields in the interface format to the defined fields belonging to the file layout.
  
  You can also copy the characteristics and content of these interface format fields.

- You can also define the fields to suit your requirements.

**Structures**

You can group a certain number of fields together in a structure. A structure corresponds to one line in the export file.

**Blocks**

Several structures are grouped together in a block. Blocks are not represented in the export file. They are only used to control the editing of the structures.

**See also:**

- [Generating the File Layout](Seite 796)
- [Layout Conversion](Seite 798)
Processing the File Layout

Purpose
You use this process to convert the file format for the export file to a user-defined file format.

Prerequisites
The SAP System contains an export file in the SAP standard file layout [Seite 801].

Process flow
1. Creation of file layout [Seite 794].
   The defined blocks, structures, and fields form the file layout for the export file.
2. Generation of file layout [Seite 796]
   You must also generate the file layout at the same time as the export program.
3. Conversion of file layout [Seite 798].
   The Conversion function uses the rules you have defined to process the blocks, structures, and fields. The blocks, structures and fields are processed individually and processing is triggered by specific processing times in the Interface Toolbox. The Interface Toolbox calls these processing times, and processes all blocks that you have assigned to this processing time. The Interface Toolbox subsequently processes all structures assigned to the block, and all fields assigned to the structure.

   If the file layout function does not meet your requirements, you can define form routines to process the file layout and call these form routines using a user exit.

Result
The SAP System contains an export file with the user-defined file layout.
Editing and Attributes for the File Layout

Use

You use these functions to edit the file layout.

Features

- **Create**
  
  The *Create* function is valid for all objects (block, structure, field).
  
  You **must** assign an existing **interface format** to the file layout.
  
  - If the file layout does not yet have any objects (block, structure, field), choose *Create*.
  
  - If you want to add additional objects to an existing file layout, place the cursor on an object of the same type (block, structure, field) and choose *Create*.

- **Delete**
  
  The *Delete* function is valid for all objects (block, structure, field).
  
  - Select the object to be deleted and choose *Delete*.
    
    The objects located below this object in the hierarchy will also be deleted.
    
    If the object to be deleted (structure, field) is used elsewhere in the file layout, it will NOT be deleted there. If you have deleted all occurrences of the object, the Interface Toolbox will query whether you want to delete the object from the object list. If the object remains in the object list, you can use the object again at any time by choosing *Insert*.
    
    For an alphabetical list of all structures or fields, see *Structures or Fields*.

- **Move**
  
  The *Move* function is valid for all objects (block, structure, field).
    
  - Select the object you wish to move.
    
  - Place the cursor on the object in front of which you wish to insert the object and choose *Move*.

- **Insert**
  
  The *Insert* function is allowed for structures and fields.
    
  You can use structures and fields **several times** in the file layout.

- **Attributes**
  
  The *Attributes* function creates the link with the interface format assigned to the file layout.
User Exits and User-Defined Form Routines

Use
You can use the Interface Toolbox to call your customer form routines during the conversion. This enables you to implement complicated file layouts.

If a user-defined form routine is called up, the Interface Toolbox transfers parameters to the user-defined form routine. The form routine transfers a return value to the Toolbox.

If you want to implement a user-defined form routine using the user exit, you must specify which form routine is used and in which program this form routine can be found.

Prerequisites
The user-defined form routine must meet two criteria:

- It must contain 16 parameters.
- Parameter 16 is the return value for the Interface Toolbox.

If you use a user-defined form routine, you can choose to set the first 15 parameters. These parameters are used as input parameters. If a parameter does not have an entry, then the Interface Toolbox uses SPACE.

You can use the following types of input parameters:

- Constant values as input parameters [Seite 774]
- Interface format values as input parameters [Seite 775]
- Interface variables as input parameters [Seite 776]
Constant Values as Input Parameters

Definition

You can use a constant value as the input parameter for a user-defined form routine. You must enter constant values in quotation marks, for example "CONSTANT_VALUE".

The FIRST control parameter is used for constant values.
Interface Format Values as Input Parameters

Definition
You can use all data defined in the interface format as input parameters for a user-defined form routine.

Use
This allows you to use data from the export file, in other words, data from internal tables, field strings, and infotypes.

You enter the data as follows: <table name>-<field name> (for example, P0002-NACHN, VERSC-ABKRS, WPBP-WERKS).

You must also use the following control parameters for the interface format:

- **First**
  The system uses the value from the first entry.

- **Last**
  The system uses the value from the last entry.

- **Current**
  The system uses the value from the current work area.

You can only use the *Last* and *All* control parameters for internal tables and infotypes. If you use a field string value as the input parameter, you must set the *First* control parameter.

💡

You should only use the *All* control parameter if the user exit is called up within a field or structure assigned to a block. The object is processed according to the data in the repeat factor.
Interface Variables as Input Parameters

Definition

The interface format includes numerous internal interface variables. An interface variable always begins with \&VAR-.

The Personnel Number interface variable could be used as an input parameter as follows: \&VAR-PERNR.

Use

You must also use the First control parameter for the interface variables.

<table>
<thead>
<tr>
<th>Interface variable</th>
<th>Data type</th>
<th>Length</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERNR</td>
<td>Numeric</td>
<td>8</td>
<td>Personnel number from BOP</td>
</tr>
<tr>
<td>PERNYA</td>
<td>Character</td>
<td>8</td>
<td>Name of export program from BPR</td>
</tr>
<tr>
<td>UNAME</td>
<td>Character</td>
<td>12</td>
<td>User name for export program from BPR</td>
</tr>
<tr>
<td>DATUM</td>
<td>Date</td>
<td>8</td>
<td>Date of export from BPR</td>
</tr>
<tr>
<td>UZEIT</td>
<td>Time</td>
<td>6</td>
<td>Time of export from BPR</td>
</tr>
<tr>
<td>VERSN</td>
<td>Numeric</td>
<td>5</td>
<td>Version number from BPR</td>
</tr>
<tr>
<td>BEGDA</td>
<td>Date</td>
<td>8</td>
<td>Start date of first payroll period from BOP</td>
</tr>
<tr>
<td>ENDDA</td>
<td>Date</td>
<td>8</td>
<td>End date of first payroll period from BOP</td>
</tr>
<tr>
<td>PERIO</td>
<td>Numeric</td>
<td>2</td>
<td>Number of exported payroll period from BOP (in-period)</td>
</tr>
<tr>
<td>PERBE</td>
<td>Date</td>
<td>8</td>
<td>Start date of exported payroll period from BPE (for-period)</td>
</tr>
<tr>
<td>PEREN</td>
<td>Date</td>
<td>8</td>
<td>End date of exported payroll period from BPE (for-period)</td>
</tr>
<tr>
<td>RCALC</td>
<td>Character</td>
<td>1</td>
<td>Retroactive accounting indicator from BPE</td>
</tr>
<tr>
<td>NPERN</td>
<td>Numeric</td>
<td>6</td>
<td>Number of employees from BPO</td>
</tr>
<tr>
<td>VALUE</td>
<td>Character</td>
<td></td>
<td>Value of current structure (dynamic length)</td>
</tr>
<tr>
<td>TABNA</td>
<td>Character</td>
<td>10</td>
<td>Current processed table name from BOT</td>
</tr>
<tr>
<td>ENTRY</td>
<td>Numeric</td>
<td>6</td>
<td>Number of entries in the current processed table from BOT</td>
</tr>
<tr>
<td>NENTR</td>
<td>Numeric</td>
<td>6</td>
<td>Line number of the current entry from BOE</td>
</tr>
<tr>
<td>INFBE</td>
<td>Date</td>
<td>8</td>
<td>Start date for current processed infotype from BOI</td>
</tr>
<tr>
<td>INFEN</td>
<td>Date</td>
<td>8</td>
<td>End date for current infotype from BOI</td>
</tr>
</tbody>
</table>
## Interface Variables as Input Parameters

<table>
<thead>
<tr>
<th>Variable</th>
<th>Type</th>
<th>Length</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTYEN</td>
<td>Date</td>
<td>8</td>
<td>End date of current processed wage type from BOW</td>
</tr>
<tr>
<td>PERMO</td>
<td>Numeric</td>
<td>2</td>
<td>Period modifier from BPE</td>
</tr>
<tr>
<td>PABRJ</td>
<td>Numeric</td>
<td>4</td>
<td>Payroll year from BPR</td>
</tr>
<tr>
<td>PABRB</td>
<td>Numeric</td>
<td>2</td>
<td>Payroll period BPR</td>
</tr>
<tr>
<td>MFILE</td>
<td>Character</td>
<td>40</td>
<td>Output file for conversion (main export file)</td>
</tr>
<tr>
<td>AFIL1</td>
<td>Character</td>
<td>40</td>
<td>Additional conversion file 1 (additional export file 1)</td>
</tr>
<tr>
<td>AFIL2</td>
<td>Character</td>
<td>40</td>
<td>Additional conversion file 2 (additional export file 2)</td>
</tr>
<tr>
<td>AFIL3</td>
<td>Character</td>
<td>40</td>
<td>Additional conversion file 3 (additional export file 3)</td>
</tr>
<tr>
<td>AFIL4</td>
<td>Character</td>
<td>40</td>
<td>Additional conversion file 4 (additional export file 4)</td>
</tr>
<tr>
<td>APPEN</td>
<td>Character</td>
<td>1</td>
<td>Conversion option</td>
</tr>
</tbody>
</table>

*Append File*
Blocks in the File Layout

Use

The blocks form the highest level in the file layout hierarchy. They control the processing of the structures and fields. The interface format stores the objects (block, structure, field) in a graphical overview.

Features

The functions for the blocks are shown as symbols in the tree structure. To access the appropriate function, select an icon.

- **Processing**
  
  Determines the processing time for a block.

- **Repeat**

  Determines how often a block is processed.

- **Output to file**

  Name of the file to which the export file is written.

- [User exit before [Seite 779]]

- [User exit after [Seite 780]]

Activities

To execute this function you must be in the Change File Layout <name> (Block View) screen. Choose **Block, Structure or Field**. The blocks are displayed in the selected sequence. The structure and field strings are arranged alphabetically. This is because fields and structures can be used several times.
User Exit Before (Block)

Use
You use the User Exit Before function to call a user-defined form routine. The form routine is called before the Interface Toolbox starts to process the block, in other words, before the Toolbox processes the structures and fields assigned to a block.

Each user exit must have 16 parameters.

Input Values
Parameters 1 to 15 are available as input values for the user exit.
If you use tables, you can select the following parameters for the table entries:
- *First*
  The first table entry is transferred to the form routine.
- *Last*
  The last table entry is transferred to the form routine.
- *Current*
  The current table entry (from the table header) is transferred to the form routine.

Return Value
In the form routine, the return value is parameter 16. The return value of a form routine determines how the block is subsequently processed. The return value can have the following values:
- *0*
  The Toolbox does not process the block.
- *1*
  The Toolbox processes the block.

Activities
In the User Exit dialog box, enter the data for the program, for the form routine, and for parameters 1 to 15.
User Exit After (Block)

Use
You use the User Exit After function to call a user-defined form routine. The form routine is called after the Interface Toolbox has processed all structures and fields belonging to a block. The result for the currently processed block is stored in the local interface block buffer [Seite 786], which can be accessed in the user exit.

Each user exit must have 16 parameters.

Input Values
Parameters 1 to 15 are available as input values for the user exit.
If you use tables, you can select the following parameters for the table entries:

- **First**
  The first table entry is transferred to the form routine.

- **Last**
  The last table entry is transferred to the form routine.

- **Current**
  The current table entry (from the table header) is transferred to the form routine.

Return Value
In the form routine, the return value is parameter 16. The return value of a form routine determines whether the interface block buffer is written to the export file. The return value can have the following values:

- **0**
  The Interface Toolbox does not write the interface block buffer to the file.

- **1**
  The Interface Toolbox writes the interface block buffer to the file.

Activities
In the User Exit dialog box, enter the data for the program, for the form routine, and for parameters 1 to 15.
Structures in the File Layout

Use
A structure corresponds to one line in the export file.

Features
The functions are represented by icons in the object tree. To access a function, select an icon.

- Export
  The export parameters tell the Interface Toolbox the conditions for writing data to the interface block buffer.

- User exit before [Seite 782]

- User exit after [Seite 783]
User Exit Before (Structure)

Use

You use the *User Exit Before* function to call a user-defined form routine. The form routine is called before the Interface Toolbox starts to process the structure, in other words, before the Toolbox processes a particular structure and related fields.

Each user exit must have 16 parameters.

Input Values

Parameters 1 to 15 are available as input values for the user exit.

If you use tables, you can select the following parameters for the table entries:

- **First**
  The first table entry is transferred to the form routine.

- **Last**
  The last table entry is transferred to the form routine.

- **Current**
  The current table entry (from the table header) is transferred to the form routine.

Return Value

In the form routine, the return value is parameter 16. The return value of a form routine determines how the structure is subsequently processed. The return value can have the following values:

- **0**
  The Interface Toolbox does not process the structure.

- **1**
  The Interface Toolbox processes the structure.

Activities

In the *User Exit* dialog box, enter the data for the program, for the form routine, and for parameters 1 to 15.
User Exit After (Structure)

Use
You use the User Exit After function to call a user-defined form routine. The form routine is called up after the Interface Toolbox has processed all fields belonging to a structure. The result for the currently processed block is stored in the local interface block buffer [Seite 786], which can be accessed in the user exit.

Each user exit must have 16 parameters.

Input Values
Parameters 1 to 15 are available as input values for the user exit.

If you use tables, you can select the following parameters for the table entries:

- **First**
  The first table entry is transferred to the form routine.

- **Last**
  The last table entry is transferred to the form routine.

- **Current**
  The current table entry (from the table header) is transferred to the form routine.

Return Value
In the form routine, the return value is parameter 16. The return value of a form routine determines whether the interface block buffer is written to the export file. The return value can have the following values:

- **0**
  The Toolbox disregards any changes in the form routine and writes the unchanged structure to the interface block buffer.

- **1**
  The Interface Toolbox writes the unchanged structure to the interface block buffer.

Activities
In the User Exit dialog box, enter the data for the program, for the form routine, and for parameters 1 to 15.

You can decide whether to transfer the block buffer to the export file in the User Exit After (block).
Field Functions in the File Layout

Use
The fields in the file layout are the lowest level in the object hierarchy. Values are stored in these fields.

Features
The functions are represented by icons in the object tree. To access the appropriate function, select an icon.

- **Length**
  Defines the length of a field.

- **Content**
  Informs the Toolbox how the content of a field is defined.
Calling Specific Interface Data

Use

The Interface Toolbox enables you to select specific data for use in the user-defined form routine.

You can use data from the following areas:

- Interface block buffer [Seite 786]
- Interface format data [Seite 789]
- Access to export data in a user-defined file layout [Seite 791]
- Structure definitions [Seite 792]

See also:

Generating the File Layout [Seite 796]
Layout Conversion [Seite 798]
Interface Block Buffer

Definition
Each file layout, a block buffer is assigned to each block. The Interface Toolbox does not write the block fields to this block buffer at this point. The block buffer is only transferred to the export file when the block has been processed.

Use
If you use the User Exit After [Seite 780] function during block processing, you can specify whether the interface block buffer is written to the export file.

The Toolbox defines the interface block buffer and can be used by the user-defined form routine. If your program contains the user-defined form routine and uses the RPCIFI26 include in the Interface Toolbox, you have unlimited access to the interface block buffer.

In the RPCIFI26 include, the interface block buffer is defined as an internal table with the name BLOCKS_OUTPUT.

```
DATA: BLOCKS_OUTPUT TYPE PINTF_OUTPUT OCCURS 10 WITH HEADER LINE.
TYPES: BEGIN OF PINTF_OUTPUT,
  SNAME(25),
  LENTH(6) TYPE N,
  VALUE TYPE PINTF_MAX_RECORD,
END OF PINTF_OUTPUT.
TYPES: PINTF_MAX_RECORD (4096) TYPE C.
```

The BLOCKS_OUTPUT-SNAME field contains the name of a structure assigned to a block. The BLOCKS_OUTPUT-LENTH field contains the length of this structure and the BLOCKS_OUTPUT_VALUE field contains the content.

<table>
<thead>
<tr>
<th>SNAME</th>
<th>LENTH</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRUCTURE_01</td>
<td>17</td>
<td>12199601010002X00</td>
</tr>
<tr>
<td>STRUCTURE_02</td>
<td>20</td>
<td>Bond, James</td>
</tr>
<tr>
<td>STRUCTURE_03</td>
<td>8</td>
<td>19961010</td>
</tr>
</tbody>
</table>

The Interface Toolbox writes the value of the BLOCKS_OUTPUT-VALUE field in the length specified in the BLOCKS_OUTPUT-LENTH field to the output file.

If you use a user-defined form routine that uses the User Exit After function for blocks, you can maintain the interface block buffer by deleting, changing, moving, or inserting entries.

INCLUDE RPCIFI26.
FORM MAINTAIN_BLOCK USING PAR_01

PAR_02
PAR_03
PAR_04
PAR_05
PAR_06
PAR_07
PAR_08
PAR_09
PAR_10
PAR_11
PAR_12
PAR_13
PAR_14
PAR_15 "Input parameters 1 - 15

RETURN_VALUE = '1'.

RETURN_VALUE. "return parameter

LOOP AT BLOCKS_OUTPUT.

IF BLOCKS_OUTPUT-SNAME = 'STRUCTURE_A' AND
   BLOCKS_OUTPUT-VALUE(2) = 'XS'.
   CLEAR BLOCKS_OUTPUT-VALUE.
   BLOCKS_OUTPUT-LENTH = 10.
   BLOCKS_OUTPUT-VALUE = 'DS19960125'.
   MODIFY BLOCKS_OUTPUT.
   ENDIF.

ENDIF.

ENDLOOP.

ENDFORM.

If you change the BLOCKS_OUTPUT interface block buffer and the value 1 is returned to the Toolbox, the Interface Toolbox exports the exact content of the interface block buffer. It is not possible to recreate the previous content of the interface block buffer.

You can use the interface block buffer for each customer form routine that uses the User Exit After function for blocks.

Example of an Interface Block Buffer
## Interface Block Buffer

<table>
<thead>
<tr>
<th>Before</th>
<th>SNAME</th>
<th>LENTH</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STRUCTURE_A</td>
<td>12</td>
<td>XS0123456789</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After</th>
<th>SNAME</th>
<th>LENTH</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STRUCTURE_A</td>
<td>10</td>
<td>DS 19960125</td>
</tr>
</tbody>
</table>
Interface Format Data

Use

If you use the *During Processing of Employee Data* processing time to process blocks, structures, and fields in your user-defined form routine, the data can be used as defined in the interface format. The Interface Toolbox generates coding that represents the internal tables, infotypes, and field strings from the interface format.

The coding for the interface format data is defined in the **first include** used to generate the conversion program for the file layout. If you use this include in the program containing the user-defined form routine, the interface format data can be called up in the form `<table name>`-`<field name>`. You can also use the standard table operations used in the *Advanced Business Application Programming* (ABAP) language, for example, LOOP, READ TABLE, and so on.

For example, if you have specified that the NACHN, VORNA and GESCH fields from infotype P0002 (*Personal Data*) are used, the Interface Toolbox generates the following coding:

```plaintext
DATA: BEGIN OF P0002 OCCURS 5,
  NACHN(000025) TYPE C,
  VORNA(000025) TYPE C,
  GESCH(000001) TYPE C,
END OF P0002.
```

You can now use the names of the fields defined above (NACHN, P0002-VORNA, and P0002-GESCH):

```plaintext
REPORT ZUSER_EXITS.
INCLUDE ZPCIFT01.
FORM EXAMPLE_P0002 USING PAR_01
  PAR_02
  PAR_03
  PAR_04
  PAR_05
  PAR_06
  PAR_07
  PAR_08
  PAR_09
  PAR_10
```
Interface Format Data

    PAR_11
    PAR_12
    PAR_13
    PAR_14
    PAR_15
    RETURN_VALUE.

READ TABLE P0002 INDEX 1.
CONCATENATE P0002-NACHN
    P0002-VORNA
    INTO RETURN_VALUE
    SEPARATED BY `,`.
ENDFORM.

Legend
If the first line of infotype P0002 (Personal Data) contains the first name (P0002-VORNA) ‘James’ and the surname (P0002-NACHN) ‘Bond’, then the return value is the character string ‘Bond, James’.

If the system processes a new payroll period, the Interface Toolbox enters the corresponding payroll period values in the interface format data.

You can also transfer infotype P0002 (Personal Data) directly in parameters 1 to 15, instead of following the above example.
Access to Export Data in a User-Defined File Layout

Use
You can set up user exits in different areas (for example, structure, block) within the file layout. If the change validation functions [Seite 696] provided do not meet your requirements, you can define customer user exits. In your user exits, you use the function modules included in the standard system to define your change validation function.

Features
You can use the function module within the file layout to enter data for the structures (NEW_ and OLD_ structures) that already exist in the export program for the change validation user exit. SAP recommends that you use this procedure in the following situations:

- You want to access the values for the exported files during change validation, although the system has not identified any changes.
- In the standard system, the change validation function uses the last exported payroll period for comparison. You also want to compare the values for a payroll period with the values for a different period.
- If you have flagged the Layout conversion directly after export attribute [Seite 692] in the interface format, the tables and field strings (NEW_ and OLD_ structures) still contain values. You can still use the function module to retrieve another comparison period for change validation or to run the conversion of the file layout.

The standard system contains the following function modules:

1. HR_INTF_INITIALIZE
   This function module must be called once before all other function module. You must enter the current program name for the Interface Toolbox.

2. HR_INTF_IMPORT_L
   This function module enters data in the OLD tables in the same way as the Import function (IMPRT with specification L).

3. HR_INTF_IMPORT_O
   This function module enters data in the OLD tables in the same way as the Import function (IMPRT with specification O).

4. HR_INTF_IMPORT_CURRENT
   This function module enters the current result in the NEW tables.
Structure Definition

Definition

The Interface Toolbox generates a corresponding field string in the second include for each defined structure. This then generates the conversion program for the file layout. You can call each field assigned to a structure, using `<structure name>-<field name>`.

Use

You have defined the STRUCTURE 01 structure. If you have assigned the NAME (constant length: 24) and GENDER (Constant length: 6) fields to the structure, the system generates the following coding:

```plaintext
DATA: BEGIN OF STRUCTURE_01,
    NAME(000024) TYPE C,
    GENDER(000006) TYPE C,
END OF STRUCTURE_01.
```

You can use the generated structure information for the User Exit After [Seite 783] structure function in the user-defined form routine. If the field content is redefined and the value 1 is returned, the Interface Toolbox will write the structure to the interface block buffer [Seite 786] without updating `&VAR-VALUE` (`&VAR-VALUE` contains the content of the current structure).

```
REPORT ZUSER_EXITS.
INCLUDE ZPCIFT01.
FORM EXAMPLE_STRUCTURE USING PAR_01
    PAR_02
    PAR_03
    PAR_04
    PAR_05
    PAR_06
    PAR_07
    PAR_08
    PAR_09
    PAR_10
    PAR_11
    PAR_12
    PAR_13
```
PAR_14
PAR_15 "Input parameters 1 - 15
RETURN_VALUE. "Return parameter

RETURN_VALUE = '1'.
READ TABLE P0002 INDEX 1.
CONCATENATE P0002-NACHN
  P0002-VORNA
  INTO STRUCTURE_01-NAME
  SEPARATED BY ', '.
  IF P0002-GESCH = '1'.
  STRUCTURE_01-GENDER = 'MALE'.
  ELSE.
  STRUCTURE_01-GENDER = 'FEMALE'.
  ENDIF.
ENDFORM.

Legend
If James is the value for P0002-VORNA, Bond is the value for P0002-NACHN and 1 is the value for P0002-GESCH, then the following entry is made in the BLOCKS_OUTPUT interface format block buffer:

<table>
<thead>
<tr>
<th>SNAME</th>
<th>LENTH</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRUCTURE_01</td>
<td>30</td>
<td>Bond, James</td>
</tr>
</tbody>
</table>
Creating a File Layout

Prerequisites
If you want to access the fields in the interface format [Seite 661] when creating the file layout, you must use the following functions for the file layout objects:

- The Processing and Repeat functions for the Block object
- The Export function for the Structure object
- The Length and Content of the field for the Field object

Procedure
1. Choose the Configuration tab index.
2. In the Object to be processed field, enter the name of the new file layout.
3. Choose Create.
   You access the Create New File Layout dialog box.
4. In the Interface Format field, enter the name of the interface format whose export file you want to convert. Also enter a short text for the new file layout.
5. Choose Continue.
   The Change File Layout <Name> (Block View) screen appears.
6. Choose Create.
   You access the Create Block dialog box.
7. In the Block Name field, enter the name of the block and check the default value.
8. Choose Complete.
   The object tree for the block is displayed.
9. Select the appropriate function, for example, Processing or Repeat.
   You access the appropriate dialog box.
10. Make the necessary selection in the dialog box.
11. Place the cursor on the block name and choose Structure.
   You access the Create dialog box.
12. Choose Subordinate structure.
   You access the Create Structure dialog box.
13. In the Structure Name field, enter the name of the structure.
14. Click the plus sign to the left of the structure name.
   The tree structure for the structure is displayed.
15. Choose the appropriate function, for example, Export.
   You access the appropriate dialog box.
16. Make the necessary selection in the dialog box.

17. Place the cursor on the structure name and choose *Fields*.

   You access the *Create Field* dialog box.

18. In the *Field Name* field, enter the name of the field.

19. Click the plus sign to the left of the field name.

   The tree structure for the field is displayed.

20. Select the appropriate function, for example, *Length* or *Contents*.

   You access the appropriate dialog box.

21. Make the necessary selection in the dialog box.

22. Save your entries.

**Result:**

You have created a customer file layout.
Generating the File Layout

Use
After creating a new file layout or modifying an existing file layout, you must generate the file layout.

If you make changes in the following areas, you must generate the file layout again:

- Interface format [Seite 661]
- Import macro for cluster data
- Data definition include [Seite 693]
- Change validation [Seite 696]
- Wage type processing [Seite 726]

Prerequisite
You must enter the following names in the Interface Toolbox before you generate the file layout.

- Name of the file layout program and the include
  You assign the names in the file layout using the File Layout Function program.
- Name of the data definition include

For more information on file layouts, see File Layout [Seite 769].

Activities
Generate the file layout [Seite 797]
See also:
Layout Conversion [Seite 798]
Generating the File Layout

Prerequisites
You have created a file layout.

Procedure
6. Choose the Configuration tab index.
7. In the File Layout field, enter the name of the file layout.
8. Choose Generate.

Result
The file layout has been generated.
Conversion with the File Layout

Use

Layout conversion converts the export file to another format that has been defined in the file layout. You use this function to run the conversion program.

Features

The following parameters can be used:

- **Input file**
  The name of the file to be converted, in other words the export file created by the export program.

- **Output file**
  The name of the output export file. The converted export file is written to this file.

- **Additional export files 1 to 4**
  The file names used if particular blocks are to be written to an additional file.

- **Append on export files**
  The Toolbox adds the specified file or files to the current conversion output.
  If you do not activate this parameter and the specified file(s) already exist, the system will overwrite the existing file(s).

- **Log**
  Detailed information on the conversion procedure.

- **Update**
  If the parameter is flagged, the system writes the output file to the TemSe file.
  If the parameter is not flagged, the system performs a test run.

Prerequisites

Before you can convert the layout, the Interface Toolbox must have successfully exported the data.

💡

For more information on exports, see Export Program [Seite 757].

You must also generate the program for the file layout according to the definitions set for blocks, structures, and fields.

💡

For more information, see Generating the File Layout [Seite 796].

Activities

Convert the file layout [Seite 800]
Converting a File Layout

Prerequisites
1. The Interface Toolbox has successfully exported the data.
2. You have generated the conversion program for the file layout.

Procedure
1. Choose the Export tab page.
2. In the Export activities group box, select Conversion with file layout and enter the name of the file layout.
3. Choose Execute.
   
   The File Layout <name> dialog box is displayed.
4. In the Input and output files group box, enter the names of the files.
5. In the Options group box, enter the name of the required function.
   • Append on export files
   • Log
   • Update
6. Choose Execute.

Result
You have used the file layout to convert the file specified under Import-Export File. The converted export file is written to the TemSe file (Display TemSe File [Seite 766]).
File Format of Export File (SAP Standard)

If an error occurs when the TemSe file is displayed normally [Seite 766], the Toolbox displays the export file in an unformatted view.

This detailed information on the file format of the export file is required to trace and remove errors, or if you have created a customer program that is based on the SAP standard file layout.

Definition

The export file contains the data that generates the respective export program. The payroll results for each personnel number are grouped together and stored in this file.

The export file is structured so that it has a compact data format and can also be easily read automatically. The compact data format means that majority of data is displayed implicitly, not explicitly. It also ensures that information is saved with minimum redundancy.
Structure of an Export File

Definition

The export file consists of a sequence of bytes that can also be considered to be a sequence of commands in machine language. These commands consist of:

- Operator codes
- Operator parameters (operands)

Structure

Operator Code, Operator Parameter, and Operand

The first two bytes in a command contain the operator code. Several bytes follow the operator code and these form the operator parameter. The operator parameters represent the operands. However, there are also operators without operands.

The BOT operator (Begin operator for table) has two operands. The first operand is 10 bytes long, and the second is 6 bytes long. The first operand contains the table name, and the second operand contains the line number of the table entry.

Structure

An export file begins with a start sequence, the preamble. The preamble is followed by personnel numbers. The postamble constitutes the end sequence.

Preamble

The preamble shows the start of the export file. The operands in the preamble contain information on the export program (for example, creation date). The export file always starts with a preamble.

Personnel number

Each personnel number begins with a BOP operator (begin operator for personnel number). The payroll period that the BPE operator (begin operator period) introduces follows. Within the payroll periods there is the actual export data, which is grouped together in blocks. The EPE operator (end operator personnel number) forms the end of the payroll period. The EOP operator (end operator for personnel number) is at the end of the personnel number.

Postamble

The postamble is at the end of the export file. The postamble begins with the BPO operator (begin operator for postamble), followed by an operand. The EPO (end operator for postamble) operator forms the end of the postamble.
Structure of an Export File

Preamble

Secondary information

Payroll period block 1
Data 1
Data m

Personnel number block 1

Payroll period block n
Data 1
Data k

Personnel number block 1

Postamble

For more information on operators, see Operators for Export/Import Files [Seite 805].

See also:
Displaying Export Files Using Operator Blocks [Seite 804]
Display Export Files Using Operator Blocks

Definition
Each export file can be displayed as a sequence of operator blocks.

Structure
Each block is introduced by a begin operator and closed by the accompanying end operator. Between the begin and end operators there is a data section. This data section can also consist of a sequence of operator blocks.

The type of operator gives the operator block the following information:
- Number of operands
- Meaning of the operands
- Structure of the data section
- The structure of the data section is determined by the secondary file.

An export file can consist of the following operator blocks:
- Preamble block
- Personnel number block
- Payroll period block
- Postamble block

See also:
Creating the Export File [Seite 805]
Operators for the Export File

Definition
The structure of the export file is determined by operators and operands. A combination of individual operators define the results to be exported. The export file consists of a sequence of operator blocks. Each block begins with a begin operator and ends with an end operator. The type of operator determines how the data between the begin operator and the end operator is interpreted.

Structure
The operator is uniquely defined by the operator code. The operator code is 12 bytes long and contains a hexadecimal number.

The following operator codes are available:

- **Begin of preamble BPR** - operator code 01 [Seite 807]
- **End of preamble EPR** - operator code 02 [Seite 807]
- **Begin of secondary information BSC** - operator code 17 [Seite 808]
- **End of secondary information BSC** - operator code 18 [Seite 808]
- **Begin of personnel number BOP** - operator code 05 [Seite 809]
- **End of personnel number EOP** - operator code 06 [Seite 809]
- **Begin of payroll period BPE** - operator code 07 [Seite 810]
- **End of payroll period EPE** - operator code 08 [Seite 810]
- **Begin of table BOT** - operator code 09 [Seite 811]
- **End of table EOT** - operator code 0A [Seite 811]
- **Begin of table entry BOE** - operator code 0B [Seite 812]
- **End of table entry EOE** - operator code 0C [Seite 812]
- **Begin of field string BOF** - operator 0D [Seite 813]
- **End of field string EOF** - operator code 0E [Seite 813]
- **Begin of infotype BOI** - operator code 0F [Seite 814]
- **End of infotype EOI** - operator code 10 [Seite 814]
- **Begin of wage type BOW** - operator code 11 [Seite 815]
- **End of wage type EOW** - operator code 12 [Seite 815]
- **Begin of postamble BPO** - operator code 03 [Seite 816]
- **End of postamble EPO** - operator code 04 [Seite 816]

See also:
Structure of the Secondary File [Seite 818]
Operators for the Export File
Begin Preamble BPR (01) / End Preamble (02)

Definition
Each export file starts with the preamble block. This block starts with the BPR operator, and ends with the EPR operator.

The **begin preamble operator** introduces the export file. This operator must be at the beginning of the export file.

<table>
<thead>
<tr>
<th>No.</th>
<th>Operand</th>
<th>Length</th>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of export program</td>
<td>40</td>
<td>Character</td>
<td>ZPCIFRX0</td>
</tr>
<tr>
<td>2</td>
<td>User name</td>
<td>12</td>
<td>Character</td>
<td>TESTUSER0001</td>
</tr>
<tr>
<td>3</td>
<td>Export date</td>
<td>8</td>
<td>Date</td>
<td>19991013</td>
</tr>
<tr>
<td>4</td>
<td>Time of export</td>
<td>6</td>
<td>Time</td>
<td>150147</td>
</tr>
<tr>
<td>5</td>
<td>Period modifier</td>
<td>2</td>
<td>Numeric</td>
<td>01</td>
</tr>
<tr>
<td>6</td>
<td>Payroll year</td>
<td>4</td>
<td>Numeric</td>
<td>1999</td>
</tr>
<tr>
<td>7</td>
<td>Payroll period</td>
<td>2</td>
<td>Numeric</td>
<td>01</td>
</tr>
<tr>
<td>8</td>
<td>Version number</td>
<td>5</td>
<td>Numeric</td>
<td>00002</td>
</tr>
</tbody>
</table>

The **end preamble operator** closes the begin preamble operator. This operator has no operands.
Begin of Secondary Information BSC (17)/End of Secondary Information ESC (18)

Definition

Secondary information begins with the BSC operator and ends with the ESC operator.

Between the BSC operator and the ESC operator, there is a number of table entries and the actual table containing the secondary information.

The **begin secondary information operator** indicates that secondary information follows.

<table>
<thead>
<tr>
<th>No.</th>
<th>Operand</th>
<th>Length</th>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Number of table entries (n)</td>
<td>6</td>
<td>Numeric</td>
<td>000016</td>
</tr>
<tr>
<td>2</td>
<td>Table of secondary information from ABAP Dictionary</td>
<td></td>
<td></td>
<td>PPU12_SEC</td>
</tr>
</tbody>
</table>

The **end secondary information operator**, which has no operands, closes the begin secondary information operator.
Begin Personnel Number BOP (05) / End Personnel Number EOP (06)

Definition

In the export file, personnel number blocks follow the preamble block. These personnel number blocks start with the **BOP** operator and end with the **EOP** operator.

![Diagram of BOP and EOP operators]

The **begin personnel number operator** indicates the beginning of a personnel number.

<table>
<thead>
<tr>
<th>No.</th>
<th>Operand</th>
<th>Length</th>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Personnel number</td>
<td>8</td>
<td>Numeric</td>
<td>00900100</td>
</tr>
<tr>
<td>2</td>
<td>Start date of first payroll period</td>
<td>8</td>
<td>Date</td>
<td>19990101</td>
</tr>
<tr>
<td>3</td>
<td>End date of last payroll period</td>
<td>8</td>
<td>Date</td>
<td>19990331</td>
</tr>
<tr>
<td>4</td>
<td>Number of payroll periods</td>
<td>2</td>
<td>Numeric</td>
<td>03</td>
</tr>
</tbody>
</table>

The **end personnel number operator** closes the begin personnel number operator.
Begin Payroll Period BPE (07) / End Payroll Period EPE (08)

**Definition**

The individual payroll periods in the payroll run are listed within the personnel number blocks. These block begin with the **BPE** operator and end with the **EPE** operator.

The **begin payroll period operator** indicates the beginning of a payroll period.

<table>
<thead>
<tr>
<th>No.</th>
<th>Operand</th>
<th>Length</th>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Start date of payroll period</td>
<td>8</td>
<td>Date</td>
<td>19990101</td>
</tr>
<tr>
<td>2</td>
<td>End date of payroll period</td>
<td>8</td>
<td>Date</td>
<td>19990131</td>
</tr>
<tr>
<td>3</td>
<td>Retroactive accounting indicator</td>
<td>1</td>
<td>Character</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>0=no RA period, 1=RA period</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Payroll type</td>
<td>1</td>
<td>Character</td>
<td>A: bonus accounting</td>
</tr>
<tr>
<td>5</td>
<td>Payroll ID</td>
<td>1</td>
<td>Character</td>
<td>1 to make distinction between several special payroll runs</td>
</tr>
<tr>
<td>6</td>
<td>Payroll area</td>
<td>2</td>
<td>Character</td>
<td>A1</td>
</tr>
<tr>
<td>7</td>
<td>Period modifier</td>
<td>2</td>
<td>Numeric</td>
<td>01</td>
</tr>
<tr>
<td>8</td>
<td>For-period</td>
<td>6</td>
<td>Character</td>
<td>199901</td>
</tr>
<tr>
<td>9</td>
<td>Sequence number for cluster IF</td>
<td>9</td>
<td>Numeric</td>
<td>00001</td>
</tr>
<tr>
<td>10</td>
<td>Sequence number, payroll result</td>
<td>5</td>
<td>Numeric</td>
<td>00001</td>
</tr>
</tbody>
</table>

The **end payroll period operator** closes the begin payroll period operator. This operator has no operands. It indicates that a payroll period has been processed.
Begin Table BOT (09) / End Table EOT (0A)

**Definition**
Table data begins with the **BOT** operator and ends with the **EOT** operator.

For each table entry there is an operator pair **BOE** and **EOE** between the **BOT** operator and the **EOT** operator. The secondary file defines the data between the **BOE** and **EOE**.

The second operand of the **BOT** operator specifies the number of table entries.

The **begin table operator** indicates that table data follows.

<table>
<thead>
<tr>
<th>No.</th>
<th>Operand</th>
<th>Length</th>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of table</td>
<td>10</td>
<td>Character</td>
<td>RT</td>
</tr>
<tr>
<td>2</td>
<td>Number of table entries</td>
<td>6</td>
<td>Numeric</td>
<td>000016</td>
</tr>
</tbody>
</table>

The **end table operator** closes the begin table operator. This operator has no operands. It indicates that table data has been processed.
Begin of Table Entry BOE (0B) / End of Table Entry EOE (0C)

**Definition**

For each table entry there is an operator pair BOE and EOE between the BOT operator and the EOT operator. The secondary file defines the data between the BOE and EOE.

The second operand of the BOT operator specifies the number of table entries.

The *begin table entry operator* indicates that table entry data follows.

<table>
<thead>
<tr>
<th>No.</th>
<th>Operand</th>
<th>Length</th>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Line number for entry</td>
<td>6</td>
<td>Numeric</td>
<td>000001</td>
</tr>
</tbody>
</table>

The *end table entry operator*, which has no operands, closes the begin table entry operator. It shows that the table entry data has been processed.
Begin of Field String BOF (0D) / End of Field String EOF (0E)

Definition

The **begin of field string operator** indicates that field string data follows.

<table>
<thead>
<tr>
<th>No.</th>
<th>Operand</th>
<th>Length</th>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of field string</td>
<td>10</td>
<td>Character</td>
<td>VERSC</td>
</tr>
</tbody>
</table>

The **end field string operator** closes the begin field string operator. This operator has no operands. It indicates that the field string data has been processed.
Begin of Infotype BOI (0F) / End of Infotype EOI (10)

Definition

The **begin of infotype operator** indicates that infotype data follows.

<table>
<thead>
<tr>
<th>No.</th>
<th>Operand</th>
<th>Length</th>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of infotype</td>
<td>10</td>
<td>Character</td>
<td>P0006</td>
</tr>
<tr>
<td>2</td>
<td>Start date for infotype</td>
<td>8</td>
<td>Date</td>
<td>19990101</td>
</tr>
<tr>
<td>3</td>
<td>End date for infotype</td>
<td>8</td>
<td>Date</td>
<td>19990131</td>
</tr>
</tbody>
</table>

The **end of infotype operator** closes the begin infotype operator. This operator has no operands. It indicates that infotype data has been processed.
Begin Wage Type BOW (11) / End Wage Type EOW (12)

Definition

The **begin wage type operator** indicates that wage types follow.

<table>
<thead>
<tr>
<th>No.</th>
<th>Operand</th>
<th>Length</th>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Table name for wage type</td>
<td>10</td>
<td>Character</td>
<td>RT</td>
</tr>
<tr>
<td>2</td>
<td>End date of wage type</td>
<td>8</td>
<td>Date</td>
<td>19990131</td>
</tr>
</tbody>
</table>

The **end wage type operator** closes the begin wage type operator. This operator has no operands. It indicates that wage type data has been processed.
Begin Postamble BPO (03) / End Postamble EPO (04)

Definition
Each export file ends with the postamble block. This block starts with the BPO operator, and ends with the EPO operator.

The begin postamble operator is almost at the end of the export file. Only the number of employees whose data was exported and the end post operator come after this operator.

<table>
<thead>
<tr>
<th>No.</th>
<th>Operand</th>
<th>Length</th>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Number of employees</td>
<td>6</td>
<td>Numeric</td>
<td>000019</td>
</tr>
</tbody>
</table>

The end postamble operator closes the begin postamble operator. This operator has no operands. This is the end of the export file.
Display of Export File - Formatted

The following structure is formatted so it is easier to understand.

BPR (01)  ZPCIFX0 TEST_USER_01 19990113 105402 01 1999 01 00002
EPR (02)
  BOP (05)  00900100 19990101 19990131 01
  BPE (07)  19990101 1999 131 1
  BOI (0F)  P0002 19990101 19990131
    NACHN  Bond
    VORNA  James
    GESCH  1
EOI (10)
BOT (09)  BT  000001
BOE (0B)  000001
  BANKL  67290010
  BANKN  123456789
  BETRG  +000500000
EOE (0C)
EOT (0A)
BOW (11)  RT  19990131
  LGART  /101
  BETRG  +00000000500000
EOW (12)
EPE (08)
EOP (06)
BPO (03)  000001
EPO (04)
Secondary Files

Definition

The secondary file contains information on each table object (tables, field strings, and infotypes) that you have assigned to the interface format. This is information that can be displayed when you edit the interface format by choosing the Information on table object function. The secondary file ensures that the export file can also be processed outside of the SAP System.

Structure

The secondary file, like the export file, can be found in the TemSe file. Each line in the secondary file contains specific information on a table object.

Line Format of Secondary File

<table>
<thead>
<tr>
<th>No.</th>
<th>Field</th>
<th>Length</th>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of table</td>
<td>10</td>
<td>Character</td>
<td>RT</td>
</tr>
<tr>
<td>2</td>
<td>Field name</td>
<td>10</td>
<td>Character</td>
<td>LGART</td>
</tr>
<tr>
<td>3</td>
<td>Data type</td>
<td>1</td>
<td>Character</td>
<td>D</td>
</tr>
<tr>
<td>4</td>
<td>Field length</td>
<td>6</td>
<td>Numeric</td>
<td>000008</td>
</tr>
<tr>
<td>5</td>
<td>Number of decimal places</td>
<td>6</td>
<td>Numeric</td>
<td>000000</td>
</tr>
<tr>
<td>6</td>
<td>Conversion indicator</td>
<td>1</td>
<td>Character</td>
<td>For internal use only</td>
</tr>
<tr>
<td>7</td>
<td>Conversion type</td>
<td>2</td>
<td>Numeric</td>
<td>For internal use only</td>
</tr>
<tr>
<td>8</td>
<td>Conversion modifier</td>
<td>6</td>
<td>Numeric</td>
<td>For internal use only</td>
</tr>
</tbody>
</table>

Data Types

<table>
<thead>
<tr>
<th>Data type</th>
<th>Meaning</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Character</td>
<td>ABCD01</td>
</tr>
<tr>
<td>N</td>
<td>Numerical value</td>
<td>038472</td>
</tr>
<tr>
<td>D</td>
<td>Date in the form YYYYMMDD</td>
<td>19990101</td>
</tr>
<tr>
<td>T</td>
<td>Time in the form HHMMSS</td>
<td>105453</td>
</tr>
<tr>
<td>V</td>
<td>Floating point number (with +/- sign)</td>
<td>+0003450</td>
</tr>
<tr>
<td></td>
<td>• 1 byte is the sign (+ or -)</td>
<td>-003746543</td>
</tr>
<tr>
<td></td>
<td>• The last bytes are the decimal places</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(according to the value in the Number of decimal places field.)</td>
<td></td>
</tr>
</tbody>
</table>

818  April 2001
The following example shows a characteristic section of a secondary file. The blank characters are represented by periods.

```
RT........LGART.....C000004000000000000000000
RT........ANZHL.....V0000160000021000000000
RT........BETRG.....V0000160000021000000000
P0002.....NACHN.....C000025000000000000000000
P0002.....VORNA.....C000025000000000000000000
```

See also:

Example: Structure of the Secondary File (Formatted) [Seite 820]
## Structure of the Secondary File (Formatted)

<table>
<thead>
<tr>
<th>Field</th>
<th>Data type</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0002-NACHN</td>
<td>C</td>
<td>20</td>
</tr>
<tr>
<td>P0002-VORNA</td>
<td>C</td>
<td>20</td>
</tr>
<tr>
<td>P0002-GESCH</td>
<td>C</td>
<td>1</td>
</tr>
<tr>
<td>BT-BANKL</td>
<td>N</td>
<td>8</td>
</tr>
<tr>
<td>BT-BANKN</td>
<td>N</td>
<td>9</td>
</tr>
<tr>
<td>BT-BETRG</td>
<td>V</td>
<td>10</td>
</tr>
<tr>
<td>RT-LGART</td>
<td>C</td>
<td>4</td>
</tr>
<tr>
<td>RT-BETRG</td>
<td>V</td>
<td>16</td>
</tr>
</tbody>
</table>
Generation of Secondary File

Use
The secondary file ensures that the export file can also be processed outside of the SAP System. The secondary file contains all information on the structure of the tables to be used, the field strings, and infotypes.

⚠️
If you transfer the export file to an third-party payroll system that uses the SAP standard file layout in the Interface Toolbox, you must **regenerate** the secondary file after every change in the interface format.

If you use the import program, you must **regenerate** the secondary file.

If the third-party payroll system uses neither the unconverted export file nor the import program from the Toolbox, then it is **not necessary** to regenerate the secondary file.

Activities
Generate the secondary file [Seite 822]
Generating the Secondary File

Prerequisites
You have created the export file for the personnel numbers selected from a payroll area.

Procedure
   You access the Generate Secondary File dialog box.
10. In the Interface Format and Secondary File fields, enter the names of your interface format and secondary file.
   
   If you leave the Secondary File field blank, the secondary file will only be saved in the Interface Format (IF) cluster.
   
   If you enter a name for the secondary file in the Secondary File field (using the naming conventions), a secondary file will also be saved in the TemSe file (Displaying the TemSe File [Seite 766]).
11. Choose Display.
12. Choose Execute.
13. Choose Generate.

Result
You have generated the secondary file that will be used to further process data from the SAP System.

You can then save the file to a PC by downloading it from the TemSe file.
Import Wage Types

Use

You use the *Import wage types* function to transfer wage types from a third-party system to the payroll results of the SAP System.

💡


Features

The import transfers wage types for payroll from the third-party system to the R/3 System.

Activities

[Run the Import](#)
Starting the Import

Starting the Import

Prerequisites
You have successfully run payroll in a third-party system.

Procedure
1. In the menu, choose Import wage types → Create IDocs.
   You access the IDoc Inbound Processing Via File screen.
2. In the Complete file name field, enter the name of the input file.
3. Choose Execute.
   The system message contains the number of created IDocs.
4. In the menu, choose File → Import wage types → Create IDocs.
   You access the Inbound Processing of IDocs Ready for Transfer screen.
5. Enter MANAGEREXTPAYROLL_INSERTOUT as the Message type and, if required, enter the Creation date and the Creation time.
6. Choose Execute.

Result
The wage types created in the third-party system are available for further processing in the interface tables of the SAP System.

You can then start payroll in the SAP System and perform the subsequent payroll activities:
- Create a remuneration statement
- Run posting to Accounting